

**Meeting of the Board of Health  
St. Joseph County Department of Health**

**4<sup>th</sup> Floor Council Chambers  
227 W. Jefferson Boulevard  
South Bend, IN 46601**

**May 24, 2023  
4:30 p.m.**

Available by Zoom:

<https://us06web.zoom.us/j/86451606286?pwd=V1B1S09DVE4wTjhnenA5QmNuTkVMZz09>

Meeting ID: 864 5160 6286

Passcode: 982728

+13126266799, 86451606286# US (Chicago)

I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

It is recommended the Board of Health members adopt the agenda for the May 24, 2023.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

III. APPROVAL OF THE MINUTES

It is recommended the Board of Health members approve the minutes of April 19, 2023.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

23-31 Discussion and Vote on April 2023 Health Officer's Report

Emergency Preparedness

Environmental Health

Finance

Food Services

Health Equity, Epidemiology and Data (HEED)

Health Outreach, Promotion & Education (HOPE)

Nursing – Immunizations, Mobile Clinic & Public Health Nursing

Vital Records

Multi-Unit Lead Report

VI. NEW BUSINESS:

23-32 Appointment of Jill Kaps VanBrauene to a Committee

22-33 Salary Ordinance – Health Crisis CoAg

23-34 Salary Amendment – Health Safety PIN

23-35 Discussion and vote on 2024 Budget – County Health Department

23-36 Discussion and vote on 2024 Budget – County-Wide Lead Initiative

- 23-37 Discussion and vote on 2024 Budget – Health Local Health Services
- 23-38 Discussion and vote on 2024 Budget – Health Trust Fund
- 23-39 Discussion and vote on new job description -Vector Specialist - Seasonal

VII. GRANT REQUESTS:

- 23-40 APPLY - Fund 8928 – Health Immunization Supplement – 07/01/23-06/30/24
- 23-41 APPLY - Fund 8954 – Health Crisis CoAg – 07/01/23-06/30/24

VIII. OLD BUSINESS:

IX. BOARD NOTIFICATIONS:

- 1. Hirings: None
- 2. Resignations: None
- 3. Retirements: None
- 4. Terminations: None

X. PUBLIC COMMENT: (3 Minute Limit)

Public comment may be given in person. Input from the public can also be sent to the Board by mail or email via the St. Joseph County Department of Health.

The following statement provides guidance for the public comment portion of the meeting, as well as the expected decorum for all conversations during the meeting.

At regular meetings, the public is invited to address the Board for three minutes regarding items posted or not posted on the agenda. Individuals may only speak once during this section of the agenda. Speakers shall properly identify themselves by stating their name and address for the record. Personnel issues are not to be addressed during open sessions of the Board of Health. The Board President may interrupt, warn, or terminate a person's statement if the statement becomes personally directed, abusive, obscene, or inflammatory.

XI. TIME AND PLACE OF NEXT REGULAR MEETING:

June 21, 2023 – 4:30 p.m. St. Joseph County Council Chambers, 4<sup>th</sup> Floor.

XII. ADJOURNMENT

The Title VI Coordinator has made available at this meeting a voluntary Public Involvement Survey to collect demographic data to monitor and demonstrate St. Joseph County's compliance with its non-discrimination obligations under Title VI and Federal Regulation 23CFR 200.9(b)(4), and more importantly, ensure that affected communities and interested persons are provided equal access to public involvement. Compliance is voluntary. However, to demonstrate compliance with the federal regulation, the information requested must be documented when provided. It will not be used for any other purpose, except to show that those who are affected or have an interest in proceedings, or the proposed project have been given an opportunity to provide input throughout the process.

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH  
April 19, 2023  
Regular Meeting

Present at the Meeting:

John Linn, PE	President
Michelle Migliore, DO	Vice President
Heidi Beidinger-Burnett, PhD, MPH	Member
Ellen Reilander, JD	Member
Kristin Vincent, MSN	Member
Robert Hays, MD	Member
Jill Kaps VanBrauene	Member

Also Present at the Meeting:

Joseph H. Cerbin, MD	Health Officer
Mark D. Fox, MD, PhD, MPH	Deputy Health Officer
Marcellus Lebbin, JD	Department of Health Attorney
Amy Ruppe	Administrator
Jennifer S. Parcell	Executive Administrative Assistant
Carolyn Smith	Director of Food Services
Cassy White	Director of HEED
Ericka Tijerina	Director of Vital Records
Jodie Pairitz	Director of Nursing
Mark Espich	Director of Environmental Health
Robin Vida	Director of HOPE
Brett Davis	Assistant Director of Environmental Health
Taylor Coats	Assistant Director of Health Equity
Harry Gilbride	Emergency Preparedness Coordinator
Sally Dixon	MIH Coordinator
Frank Spesia	PACEs Coordinator
Amy Schnick	Administrative Assistant – HEED
Jonathon Carmona	Community Health Worker
Kimberly Dreibelbeis	Community Health Worker
Veronica Escobedo	Community Health Worker
Rafael Lemus	Community Health Worker
Jessica Robinson	Community Health Worker
Melissa Elissetche	Community Health Worker
Dominique Quatararo	Public Health Associate

## **I. CALL TO ORDER**

Mr. Linn called the April 19, 2023, regular Board of Health meeting to order at 4:30 p.m.

Mr. Linn then recognized the new Health Officer, Joseph Cerbin, MD, and asked the Board Members to introduce themselves to Dr. Cerbin.

## **II. ADOPTION OF THE AGENDA**

On motion made by Attorney Reilander, to approve the agenda with the removal of Item 23-24, and seconded by Dr. Migliore, the revised agenda was put to the Board. Discussion followed and the motion passed unanimously.

## **III. APPROVAL OF THE MINUTES**

Approval of the March 15, 2023, meeting minutes was sought. Upon motion by Dr. Beidinger to approve the minutes with the correction of ACES and PACES on page 3, seconded by Dr. Migliore, the minutes were unanimously approved.

## **IV. BOARD PRESIDENT ANNOUNCEMENTS**

Mr. Linn then recognized Dr. Cerbin, who introduced himself and gave his initial thoughts on the Department.

Mr. Linn stated the goals of the Department.

Mr. Linn then reviewed Board policy on decorum, interactions with the media, and speaking on decisions made by the Board. Attorney Reilander asked how to contact Board leadership about media inquiries. Mr. Linn said that sending an email would be best and noted that personal information should not be disclosed.

## **V. HEALTH OFFICER REPORT**

Dr. Cerbin stated there were funds available from the State of Indiana for emergency preparedness and said that the Department would like to use those to upgrade the emergency response vehicle. Discussion followed with Mr. Gilbride providing specific information on the upgrades sought and the estimated cost.

Motion was made by Dr. Migliore and seconded by Dr. Hays to seek funds from the State of Indiana to upgrade the Emergency response vehicle. The motion was unanimously approved.

Dr. Beidinger noted a media contract with Force Five was tabled by the County at the request of the Department and inquired as to why. Dr. Cerbin said he asked that requests waited until he could have a chance to review them. A discussion followed on the proposed agreement with Force Five.

## **VI. NEW BUSINESS**

A discussion was held on moving the date of the May meeting to the 24<sup>th</sup> and relocating future meetings to the 4<sup>th</sup> floor.

Motion was made by Dr. Migliore and seconded by Dr. Beidinger to move the May meeting to the 24<sup>th</sup> and future meetings to the 4<sup>th</sup> floor if it is available. The motion was unanimously approved.

A discussion was held on if grant requests should first go to a committee.

Grant request 23-28 was discussed by the Board.

Motion was made by Dr. Beidinger and seconded by Dr. Migliore to approve grant 23-28. The motion passed unanimously.

Grant request 23-29 was discussed by the Board.

Motion was made by Dr. Migliore and seconded by Dr. Beidinger to approve grant 23-28. The motion was unanimously approved.

Grant request 23-30 was discussed by the Board.

Motion was made by Dr. Beidinger and seconded by Dr. Migliore to approve grant 23-30. The motion passed unanimously.

Resolution 23-17, a resolution allowing the electronic meeting policy to be used for special meetings, was discussed by the Board.

Motion was made by Dr. Migliore and seconded by Ms. Vincent to approve the use of the electronic meeting policy for special meetings. The motion passed unanimously.

**VII. OLD BUSINESS**

There was no old business.

**VIII. BOARD NOTIFICATIONS**

Personnel changes were noted.

**IX. PUBLIC COMMENT**

Cheryl Nix spoke on MIH.

Debra Durall thanked environmental services for their work.

Linda Wolfson spoke on MIH.

Taylor Coats questioned decorum and spoke on harassment.

Sally Dixon spoke on MIH.

Dale Deardorff spoke on using the department as a resource.

Trina Robinson requested that the Department further the NAACP's goals.

Mike McManus spoke on grants.

Marie Donahue spoke in support of the CHWs.

Sam Mulligan spoke in favor of the Department.

Don Westerhausen stated that Ms. VanBrouaene is not qualified to serve on the Board, provided his interpretation of state statute, and spoke against Dr. Cerbin's appointment.

Matthew Coats spoke on trust.

Joe Fullenkamp spoke on MIH.

Melissa Elissetche spoke in favor of the CHWs.

**X. TIME AND PLACE OF NEXT REGULAR MEETING**

The next regular meeting of the St. Joseph County Board of Health is scheduled for Wednesday, May 24, 2023, at 4:30 p.m., at the County-City Building.

**XI. ADJOURNMENT**

This meeting was adjourned at 6:15 p.m. upon motion of Dr. Migliore, seconded by Attorney Reilander, which passed unanimously.

ATTEST:

Respectfully submitted,

---

Joseph H. Cerbin, M.D.  
St. Joseph County Health Officer

---

Marcellus Lebbin, Esq.  
Health Department Attorney

DRAFT



**ST. JOSEPH COUNTY**  
**DEPARTMENT OF HEALTH**  
**Prevent. Promote. Protect.**

**Health Officer's Report of Unit Activities**

**April 2023**

## ENVIRONMENTAL HEALTH UNIT

	Apr-23	YTD 2023	YTD 2022	YTD 2021	YTD 2020	YTD 2019
<b>SEPTIC PROGRAM</b>						
<b>RESIDENTIAL NEW CONSTRUCTION</b>						
A. Inspections	17	46	50	45	49	63
B. Consultations	4	4	2	8	6	6
<b>RESIDENTIAL REPLACEMENT</b>						
A. Inspections	51	184	143	172	157	207
B. Consultations	1	4	36	20	12	7
<b>COMMERCIAL</b>						
A. Inspections	4	15	13	3	7	8
B. Consultations	0	1	5	3	4	0
C. Cluster System Inspections	0	0	0	8	1	1
Abandonments w/o Replacement	5	15	5	13	12	7
Permit Applications Received	44	160	144	175	183	174
Permits Issued	27	121	121	130	129	132
Public Information Events	0	1	0	0	0	0
<b>SUBDIVISION PROGRAM</b>						
A. Health Officer Reports	0	15	10	17	8	6
B. Subdivision Reviews	0	20	12	19	14	5
C. Rezoning and Replat Reviews	0	0	4	7	6	3
<b>WELLHEAD PROGRAM</b>						
A. Inspections Performed	10	36	37	32	36	56
<b>WELL DRILLING PROGRAM</b>						
<b>RESIDENTIAL</b>						
A. Inspections	8	47	53	74	47	48
B. Well Abandonments	13	64	68	80	63	52
<b>COMMERCIAL</b>						
A. Inspections	0	1	0	1	0	0
B. Well Abandonment Inspections	0	2	0	3	1	1
<b>NEW CONSTRUCTION</b>						
A. Permit Applications Received	6	32	24	33	24	44
B. Permits Issued	4	16	23	34	29	39
<b>REPLACEMENT</b>						
A. Permit Applications Received	19	65	53	84	67	73
B. Permits Issued	17	60	53	84	67	73
Total Permits Applications Received	38	141	***	***	***	***
Total Permits Issued	33	116	***	***	***	***
Use of Existing Well	0	3	**	**	**	**
Public Information Events	0	0	5	0	0	0
<b>SOURCE WATER PROGRAM</b>						
A. Phase One Inquiries	12	63	68	60	43	40
B. Spill Responses	0	1	0	1	0	0
C. Meth Lab Occurrence Response	0	0	0	0	0	0
D. Well/ground water Sampling	0	0	**	**	**	**
E. Microbe Treatments/Pumping Inspections	0	1	**	**	**	**
F. Other Source Water Inspections	0	0	3	9	3	6

	Apr-23	YTD 2023	YTD 2022	YTD 2021	YTD 2020	YTD 2019
<b>SURFACE WATER PROGRAM</b>						
A. Surface Water Sampling	0	0	0	0	0	0
<b>LEAD PROGRAM</b>						
A. HUD Lead Inspections	0	0	0	0	2	0
B. Lead Risk Assessments	7	26	13	24	12	23
EBLL Assessments	4	15	3	5	6	6
a. Parent Request	3	11	10	19	6	17
b. Clearances	6	21	7	7	15	16
c. Off Site Meetings	1	1	0	0	5	7
d. Public Information Events	2	2	1	0	1	13
e. Children Tested for Lead Levels*	364	964	772	935	1114	1617
<b>CAFO PROGRAM</b>						
A. Inspections	0	0	0	0	0	0
<b>AIR QUALITY PROGRAM</b>						
A. Burn Permits	9	23	14	***	***	***
B. Indoor Air Quality Investigation	0	0	0	0	1	0
C. Mold Investigations	1	1	0	0	0	0
<b>VECTOR PROGRAM</b>						
A. Inspections performed	7	15	33	19	0	0
B. Sites Treated	0	0	0	3	0	0
C. Traps Collected	2	4	0	4	0	0
D. ISDH Submissions	0	0	0	0	0	0
E. Public Information Events	0	0	0	0	0	0
<b>HEALTHY HOMES PROGRAM (Inside)</b>						
A. Initial Complaints	25	59	54	52	33	43
a. No Water	2	12	12	15	8	10
b. Garbage/Food Waste	17	26	21	11	15	24
c. Feces	4	12	13	13	3	4
d. Rodents/Cockroaches	2	9	8	13	7	5
B. Follow-Up Complaints	18	70	49	44	43	67
a. No Water	9	37	19	23	15	18
b. Garbage/Food Waste	7	18	21	7	20	37
c. Feces	0	11	7	11	5	9
d. Rodents/Cockroaches	2	4	2	3	3	3
e. Dwellings Unfit	3	6	6	6	4	9
<b>MASSAGE</b>						
A. Establishment Inspections	18	60	52	48	60	57
<b>TATTOO/BODY PIERCING PROGRAM</b>						
A. Inspections Performed	1	8	27	30	13	16
<b>COMPLAINTS/INVESTIGATIONS</b>						
A. Garbage/Food Waste (Outside)	17	47	48	13	33	9
B. Sewage	5	24	34	22	43	21
C. Water (ditches, lakes, ponds, & swells)	2	6	1	1	4	4
D. Motels/Hotels	1	1	1	3	1	0
E. Burning	3	4	4	7	9	5
F. Open Dumping	1	2	**	**	**	**
G. Follow-Up Inspections	9	35	**	**	**	**
H. Other	6	19	14	66	32	12

	Apr-23	YTD 2023	YTD 2022	YTD 2021	YTD 2020	YTD 2019
<b>ABATEMENT CORRESPONDENCE</b>						
A. Abatement Correspondence Mailed	36	113	180	70	57	76
B. Immediate Threat to Public Health Correspondence	2	2	3	1	1	2
C. Order to Vacate/Condemn Correspondence Mailed	4	10	6	5	3	10
D. Impending Legal Action Correspondence Mailed	2	9	13	7	4	3
<b>SUBSURFACE INVESTIGATIONS</b>						
A. Internal	0	0	22	**	**	**
B. External	0	0	0	**	**	**

\*Due to time of state database system, lead testing numbers are one (1) month behind

\*\*Data not gathered for these fields

\*\*\*Data not yet available for these fields

# County Health Department

Main fund supported annually by tax revenue and fee revenue as well as COVID insurance reimbursement funds (financial compensation for the administrative costs for participating in the CDC and HRSA COVID-19 vaccination program) as well as salary recovery from some federal grants.

LEADS: Board of Health, Dr. Cerbin, Dr. Fox - SUPPORT: Amy Ruppe

		Budget		January	February	March	April	TOTALS	
<b>REVENUE</b>									
<b>Beginning Balance</b>		\$3,733,060.38						\$3,733,060.38	
Property, FIT, Excise, Vehicle Excise Tax		\$2,106,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Federal Reimbursements				\$36,727.78	\$36,727.78	\$466,320.97	\$36,727.78	\$576,504.31	
Miscellaneous Revenue				\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	
<b>TOTAL Tax, Fed Reimb and Misc Revenue</b>				<b>\$36,727.78</b>	<b>\$37,727.78</b>	<b>\$466,320.97</b>	<b>\$36,727.78</b>	<b>\$4,310,564.69</b>	
Environmental Health				\$136,466.25	\$123,830.00	\$81,798.75	\$46,554.37	\$398,805.62	
Food Services				\$110,513.75	\$64,988.75	\$11,201.25	\$18,363.75	\$210,091.25	
Immunization Clinic (South Bend)				\$11,896.12	\$14,970.61	\$15,119.68	\$8,561.90	\$52,787.31	
Vital Records (South Bend)				\$41,264.90	\$41,486.00	\$41,044.00	\$49,933.00	\$177,464.90	
Immunization Clinic (Mishawaka)				\$3,975.00	\$2,657.00	\$3,798.00	\$7,433.00	\$18,502.00	
Vital Records (Mishawaka)				\$6,285.00	\$4,291.00	\$4,760.00	\$2,641.00	\$18,172.00	
Fees (Charge 2, Coroner Fee)				(\$6,345.62)	(\$6,083.85)	(\$8,132.15)	(\$7,430.12)	(\$28,082.34)	
<b>Total Fee Revenue</b>				<b>\$304,055.40</b>	<b>\$246,139.51</b>	<b>\$149,589.53</b>	<b>\$126,056.90</b>	<b>\$847,740.74</b>	
<b>TOTAL REVENUE</b>				<b>\$340,783.18</b>	<b>\$283,867.29</b>	<b>\$615,910.50</b>	<b>\$162,784.68</b>	<b>\$5,158,305.43</b>	
<b>EXPENDITURES</b>									
Acct	10000 Series	Budget	Carryforward	January	February	March	April	Expenditures	Unexpended
11030	Administrator	\$71,991.00	\$0.00	\$5,537.76	\$5,537.76	\$8,306.64	\$5,537.76	\$24,919.92	\$47,071.08
11055	County Health Officer	\$146,211.00	\$0.00	\$11,247.00	\$11,247.00	\$16,870.50	\$10,023.29	\$49,387.79	\$96,823.21
11077	Admin. Assistant	\$118,362.00	\$0.00	\$9,104.76	\$8,831.65	\$13,328.40	\$9,104.76	\$40,369.57	\$77,992.43
11087	Billing/Records Registrar	\$36,086.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,086.00
11143	Registrars	\$108,258.00	\$0.00	\$8,327.52	\$8,100.77	\$11,658.33	\$8,188.69	\$36,275.31	\$71,982.69
11144	Nursing Registrars	\$72,172.00	\$0.00	\$5,551.68	\$5,551.68	\$8,327.52	\$5,551.68	\$24,982.56	\$47,189.44
11145	Staff Assistants	\$72,172.00	\$0.00	\$5,551.68	\$5,551.68	\$8,327.52	\$5,551.68	\$24,982.56	\$47,189.44
11151	Director of Vital Records	\$63,540.00	\$0.00	\$4,887.70	\$4,887.70	\$7,331.55	\$4,887.70	\$21,994.65	\$41,545.35
11154	Asst. Director Vital Records	\$55,000.00	\$0.00	\$4,230.76	\$4,230.76	\$6,346.14	\$4,230.76	\$19,038.42	\$35,961.58
11155	Nurses/Other Medical	\$337,654.00	\$0.00	\$25,063.13	\$23,350.68	\$33,324.11	\$24,963.25	\$106,701.17	\$230,952.83
11161	Director of Env Health	\$63,540.00	\$0.00	\$4,887.70	\$4,887.70	\$7,331.55	\$4,887.70	\$21,994.65	\$41,545.35
11162	Asst. Dir Environmental Health	\$58,000.00	\$0.00	\$4,461.54	\$4,461.54	\$6,692.31	\$4,461.54	\$20,076.93	\$37,923.07
11163	Director of Food Services	\$63,540.00	\$0.00	\$4,887.70	\$4,887.70	\$7,331.55	\$4,887.70	\$21,994.65	\$41,545.35
11165	Asst Dir Food Services	\$58,000.00	\$0.00	\$4,461.54	\$4,461.54	\$6,692.31	\$4,461.54	\$20,076.93	\$37,923.07
11170	Director of HEED	\$80,000.00	\$0.00	\$6,153.84	\$6,153.84	\$9,230.76	\$6,153.84	\$27,692.28	\$52,307.72
11172	Environmental Health Specialist	\$468,000.00	\$0.00	\$30,999.78	\$31,086.73	\$46,399.68	\$33,973.76	\$142,459.95	\$325,540.05
11174	Food Service Specialist	\$260,000.00	\$0.00	\$20,000.00	\$20,000.00	\$30,000.00	\$20,000.00	\$90,000.00	\$170,000.00
11195	Public Health Coordinator	\$54,550.00	\$0.00	\$4,196.16	\$4,196.16	\$6,294.24	\$4,196.16	\$18,882.72	\$35,667.28
11196	Health Promotion Specialist	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
11197	Director of HOPE	\$63,540.00	\$0.00	\$4,887.70	\$4,887.70	\$7,331.55	\$4,887.70	\$21,994.65	\$41,545.35
11650	Executive Secretary	\$41,778.00	\$0.00	\$3,213.70	\$3,213.70	\$4,820.55	\$3,213.70	\$14,461.65	\$27,316.35
11701	Director of Nursing	\$82,640.00	\$0.00	\$6,356.92	\$6,356.92	\$9,535.38	\$6,356.92	\$28,606.14	\$54,033.86
11950	Part Time	\$95,326.00	\$0.00	\$2,673.68	\$2,247.86	\$9,090.56	\$2,436.01	\$16,448.11	\$78,877.89
11976	Deputy Health Officer	\$50,133.00	\$0.00	\$3,856.38	\$3,856.38	\$5,784.57	\$3,856.38	\$17,353.71	\$32,779.29
12010	Data Analyst	\$46,596.00	\$0.00	\$3,584.32	\$3,584.32	\$5,376.48	\$3,584.32	\$16,129.44	\$30,466.56
14800	FICA Taxes @ 7.65%	\$200,208.00	\$0.00	\$13,575.00	\$13,350.99	\$20,587.04	\$13,669.52	\$61,182.55	\$139,025.45
14810	PERF @ 11.2%	\$276,823.00	\$0.00	\$18,624.16	\$18,568.17	\$27,902.15	\$19,291.27	\$84,385.75	\$192,437.25
14840	Health Insurance	\$786,900.00	\$0.00	\$0.00	\$0.00	\$196,725.00	\$0.00	\$196,725.00	\$590,175.00
<b>Total 10000 Series</b>		<b>\$3,881,020.00</b>	<b>\$0.00</b>	<b>\$216,322.11</b>	<b>\$213,490.93</b>	<b>\$520,946.39</b>	<b>\$218,357.63</b>	<b>\$1,169,117.06</b>	<b>\$2,711,902.94</b>
Acct	20000 Series	Budget	Carryforward	January	February	March	April	Expenditures	Unexpended
21030	Office Supplies	\$21,542.00	\$0.00	\$687.91	\$185.58	\$1,419.16	\$1,472.05	\$3,764.70	\$17,777.30
22120	Garage & Motor Supplies	\$11,980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,825.24	\$1,825.24	\$10,154.76
22148	Field Supplies	\$4,000.00	\$986.50	\$371.80	\$562.99	\$95.45	\$221.21	\$1,251.45	\$3,735.05
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
22406	Immunization Supplies	\$83,545.00	\$0.00	\$3,312.58	\$7,069.10	\$12,577.18	\$20,842.09	\$43,800.95	\$39,744.05
22448	Education Books	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
<b>Total 20000 Series</b>		<b>\$123,517.00</b>	<b>\$986.50</b>	<b>\$4,372.29</b>	<b>\$7,817.67</b>	<b>\$14,091.79</b>	<b>\$24,360.59</b>	<b>\$50,642.34</b>	<b>\$73,861.16</b>
Acct	30000 Series	Budget	Carryforward	January	February	March	April	Expenditures	Unexpended
31150	Medical Services	\$3,000.00	\$0.00	\$418.00	\$658.35	\$219.45	\$75.49	\$1,371.29	\$1,628.71
32020	Travel/Mileage	\$13,941.00	\$0.00	\$530.00	\$1,187.53	\$687.66	\$1,123.89	\$3,529.08	\$10,411.92
32203	Cell Phones	\$20,025.00	\$0.00	\$1,386.52	\$1,479.79	\$1,420.03	\$0.00	\$4,286.34	\$15,738.66
32350	Postage	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
32550	Miscellaneous Costs	\$25,000.00	\$0.00	\$0.00	\$665.88	\$233.00	\$348.50	\$1,247.38	\$23,752.62
33128	Environmental Health	\$3,500.00	\$0.00	\$0.00	\$152.00	\$21.56	\$0.00	\$173.56	\$3,326.44
33368	Public Info & Ed	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
33938	Vector	\$25,000.00	\$2,691.69	\$2,691.69	\$0.00	\$6,800.00	\$687.44	\$10,179.13	\$17,512.56
34030	Liability Insurance Coverage	\$71,866.00	\$0.00	\$0.00	\$0.00	\$17,966.50	\$0.00	\$17,966.50	\$53,899.50
36015	Contractual Services	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
36500	Service Contract	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00
38012	Interest on Debt	\$7,821.00	\$0.00	\$651.72	\$651.72	\$651.72	\$651.72	\$2,606.88	\$5,214.12
38013	Principle on Debt	\$45,797.00	\$0.00	\$3,816.34	\$3,816.34	\$3,816.34	\$3,816.34	\$15,265.36	\$30,531.64
39010	Dues & Subscriptions	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
39600	Refunds, Awards & Indemnities	\$0.00	\$0.00	\$40.00	\$273.99	\$0.00	\$0.00	\$313.99	(\$313.99)
39750	Information Technology	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.79	\$22.79	\$4,977.21
<b>Total 30000 Series</b>		<b>\$346,200.00</b>	<b>\$2,691.69</b>	<b>\$9,534.27</b>	<b>\$8,885.60</b>	<b>\$31,816.26</b>	<b>\$6,726.17</b>	<b>\$56,962.30</b>	<b>\$291,929.39</b>
<b>Total Budget</b>		<b>\$4,350,737.00</b>	<b>\$3,678.19</b>						
<b>TOTAL EXPENDITURES</b>				\$230,228.67	\$230,194.20	\$566,854.44	\$249,444.39	\$1,276,721.70	
<b>Total Unexpended</b>									\$3,077,693.49
<b>Net (Monthly)</b>				\$110,554.51	\$53,673.09	\$49,056.06	(\$86,659.71)		
<b>FUND BALANCE</b>				\$3,843,614.89	\$3,897,287.98	\$3,946,344.04	\$3,859,684.33		

# MIH Initiatives

Funds raised from St. Joseph County and Indiana organization's sponsorships of the Achieving Birth Equity conference, in April of 2022, and stipends for presentations given by the MIH Initiatives Coordinator in the community. Funds are to be utilized to engage people during pregnancy, postpartum, and the first year of parenting in conversations to determine community needs surrounding pregnancy and birth in the community. The ultimate goal is to incorporate community voices into current and future program development within Maternal Infant Health Initiatives. Funds remaining following the completion of health cafes will be used towards new programming determined by the cafes.

*LEAD: Robin Vida - SUPPORT: Sally Dixon*

		Budget	January	February	March	April	TOTALS	
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$7,871.60					\$7,871.60	
06400	Donations		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$7,871.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,871.60</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>20000 Series</b>						<b>Expenditures</b>	<b>Unexpended</b>
24012	Promotion Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total 20000 Series</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Acct</b>	<b>30000 Series</b>						<b>Expenditures</b>	<b>Unexpended</b>
33368	Public Info & Educ	\$0.00	\$821.20	(\$821.20)	\$0.00	\$0.00	\$0.00	\$0.00
36015	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total 30000 Series</b>	<b>\$0.00</b>	<b>\$821.20</b>	<b>(\$821.20)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Budget</b>	<b>\$0.00</b>						
	<b>Total Expenditures</b>		<b>\$821.20</b>	<b>(\$821.20)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total Unexpended</b>							<b>\$0.00</b>
	<b>Net (Monthly)</b>		<b>(\$821.20)</b>	<b>\$821.20</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>FUND BALANCE</b>		<b>\$7,050.40</b>	<b>\$7,871.60</b>	<b>\$7,871.60</b>	<b>\$7,871.60</b>		

# County-Wide Lead Initiative

During our budget discussions in 2018 (preparing for FY 2019), the importance of lead was stressed, and the Auditor, Commissioners and Council created this fund and provides the funding for it. 70 percent of the housing in St. Joseph County was built before 1978, creating lead poisoning a priority for the community because lead based paint was banned in 1978. This funding allows the DoH to provide more lead poisoning prevention services. The lead CHWs provide lead point of care testing in families homes and in daycares.

*LEAD: Dr. Fox - SUPPORT: Cassy White*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$378,839.24					\$378,839.24	
02708	Federal Grants/Reimbursements		\$0.00	\$0.00	\$0.00	\$81,337.07	\$81,337.07	
05205	Interfund Transfer of Funds		\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	
	<b>TOTAL REVENUE</b>	<b>\$378,839.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$281,337.07</b>	<b>\$660,176.31</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>10000 Series</b>							
11167	Community Health Worker	\$156,732.00	\$10,223.38	\$11,730.42	\$17,595.63	\$11,730.42	\$51,279.85	\$105,452.15
11176	Assistant Dir Health Equity	\$60,266.00	\$4,635.84	\$4,635.84	\$6,953.76	\$4,635.84	\$20,861.28	\$39,404.72
14800	FICA Taxes	\$16,601.00	\$1,117.32	\$1,220.44	\$1,850.28	\$1,224.28	\$5,412.32	\$11,188.68
14810	PERF	\$24,304.00	\$1,664.21	\$1,833.00	\$2,749.50	\$1,833.00	\$8,079.71	\$16,224.29
14840	Health Insurance	\$91,500.00	\$0.00	\$0.00	\$0.00	\$12,200.00	\$12,200.00	\$79,300.00
	<b>Total 10000 Series</b>	<b>\$349,403.00</b>	<b>\$17,640.75</b>	<b>\$19,419.70</b>	<b>\$29,149.17</b>	<b>\$31,623.54</b>	<b>\$97,833.16</b>	<b>\$251,569.84</b>
<b>Acct</b>	<b>20000 Series</b>							
21030	Office Supplies	\$5,000.00	\$1,486.74	\$284.99	\$39.00	\$0.00	\$1,810.73	\$3,189.27
22148	Field Supplies	\$5,000.00	\$0.00	\$227.57	\$880.01	\$26.30	\$1,133.88	\$3,866.12
	<b>Total 20000 Series</b>	<b>\$10,000.00</b>	<b>\$1,486.74</b>	<b>\$512.56</b>	<b>\$919.01</b>	<b>\$26.30</b>	<b>\$2,944.61</b>	<b>\$7,055.39</b>
<b>Acct</b>	<b>30000 Series</b>							
31150	Medical Services	\$100.00	\$46.41	\$0.00	\$0.00	\$0.00	\$46.41	\$53.59
32020	Travel/Mileage	\$1,000.00	\$0.00	\$0.00	\$669.20	\$161.07	\$830.27	\$169.73
32050	Conferences & Training	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
32203	Cell Phones	\$3,240.00	\$255.23	\$286.44	\$286.44	\$0.00	\$828.11	\$2,411.89
32350	Postage	\$1,000.00	\$151.02	\$123.65	\$121.92	\$162.44	\$559.03	\$440.97
33368	Public Information & Education	\$3,142.50	\$142.50	\$60.00	\$443.49	\$0.00	\$645.99	\$2,496.51
36500	Service Contract	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
39750	Information Tech	\$9,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,900.00
	<b>Total 30000 Series</b>	<b>\$26,882.50</b>	<b>\$595.16</b>	<b>\$470.09</b>	<b>\$1,521.05</b>	<b>\$323.51</b>	<b>\$2,909.81</b>	<b>\$23,972.69</b>
	<b>Total Budget</b>	<b>\$386,285.50</b>						
	<b>Total Expenditures</b>		<b>\$19,722.65</b>	<b>\$20,402.35</b>	<b>\$31,589.23</b>	<b>\$31,973.35</b>	<b>\$103,687.58</b>	
	<b>Total Unexpended</b>							<b>\$282,597.92</b>
	<b>Net (Monthly)</b>		<b>(\$19,722.65)</b>	<b>(\$20,402.35)</b>	<b>(\$31,589.23)</b>	<b>\$249,363.72</b>		
	<b>FUND BALANCE</b>		<b>\$359,116.59</b>	<b>\$338,714.24</b>	<b>\$307,125.01</b>	<b>\$556,488.73</b>		

# Health Immunization CoAg

The Indiana State Department of Health aims to increase vaccinations in each county, increase use in the state immunization registry, increase utilization of publicly funded adult vaccines, and reduce wastage of publicly funded vaccines. Grant is valid 07/01/22-06/30/23.

*LEAD: Jodie Pairitz - SUPPORT: Robin Vida*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	(\$69,598.98)					(\$69,598.98)	
02708	Federal/Grants Reimbursements		\$69,598.98	\$16,279.26	\$47,758.62	\$776.28	\$134,413.14	
	<b>TOTAL REVENUE</b>	(\$69,598.98)	\$69,598.98	\$16,279.26	\$47,758.62	\$776.28	\$64,814.16	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>10000 Series</b>							
11781	Imm Outreach Coordinator	\$25,000.48	\$3,846.16	\$3,846.16	\$5,769.24	\$3,846.16	\$17,307.72	\$7,692.76
11193	Part Time	\$87,229.89	\$10,225.64	\$10,331.78	\$15,196.41	\$11,222.81	\$46,976.64	\$40,253.25
14800	FICA Taxes	\$8,600.20	\$1,067.62	\$1,072.89	\$1,592.16	\$1,141.06	\$4,873.73	\$3,726.47
14810	PERF	\$2,495.19	\$430.76	\$430.76	\$646.14	\$430.76	\$1,938.42	\$556.77
14840	Health Insurance	\$9,150.00	\$0.00	\$0.00	\$0.00	\$4,575.00	\$4,575.00	\$4,575.00
	<b>Total 10000 Series</b>	\$132,475.76	\$15,570.18	\$15,681.59	\$23,203.95	\$21,215.79	\$75,671.51	\$56,804.25
<b>Acct</b>	<b>20000 Series</b>							
21030	Office Supplies	\$165.80	\$51.98	\$113.82	\$0.00	\$0.00	\$165.80	\$0.00
22406	Immunization Supplies	\$1,370.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,370.34
	<b>Total 20000 Series</b>	\$1,536.14	\$51.98	\$113.82	\$0.00	\$0.00	\$165.80	\$1,370.34
<b>Acct</b>	<b>30000 Series</b>							
32020	Travel /Mileage	\$1,911.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,911.64
32203	Cell Phones	\$1,595.64	\$204.60	\$204.60	\$204.60	\$0.00	\$613.80	\$981.84
33368	Public Info & Educ	\$24,078.62	\$452.50	\$0.00	\$1,187.04	\$1,143.73	\$2,783.27	\$21,295.35
36015	Contractual Services	\$7,976.33	\$0.00	\$7,879.30	\$60.00	\$85.00	\$8,024.30	(\$47.97)
	<b>Total 30000 Series</b>	\$35,562.23	\$657.10	\$8,083.90	\$1,451.64	\$1,228.73	\$11,421.37	\$24,140.86
	<b>Total Budget</b>	\$169,574.13						
	<b>Total Expenditures</b>		\$16,279.26	\$23,879.31	\$24,655.59	\$22,444.52	\$87,258.68	
	<b>Total Unexpended</b>							\$82,315.45
	<b>Net (Monthly)</b>		\$53,319.72	(\$7,600.05)	\$23,103.03	(\$21,668.24)		
	<b>FUND BALANCE</b>		(\$16,279.26)	(\$23,879.31)	(\$776.28)	(\$22,444.52)		

# Health PHEP

The PHEP Grant provides funds to enhance Department of Health preparedness in order to respond to public health and healthcare emergencies. Grant is valid 07/01/22-06/30/23.

*LEAD: Harrison Gilbride*

		Budget	January	February	March	April	Total	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	(\$11,251.40)					(\$11,251.40)	
02708	Federal/Grants Reimbursements		\$5,456.54	\$7,441.51	\$5,223.40	\$0.00	\$18,121.45	
	<b>TOTAL REVENUE</b>	<b>(\$11,251.40)</b>	<b>\$5,456.54</b>	<b>\$7,441.51</b>	<b>\$5,223.40</b>	<b>\$0.00</b>	<b>\$6,870.05</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>30000 Series</b>							
32550	Miscellaneous Costs	\$11,099.55	\$3,964.82	\$576.58	\$1,013.82	\$768.00	\$6,323.22	\$4,776.33
	<b>Total 30000 Series</b>	<b>\$11,099.55</b>	<b>\$3,964.82</b>	<b>\$576.58</b>	<b>\$1,013.82</b>	<b>\$768.00</b>	<b>\$6,323.22</b>	<b>\$4,776.33</b>
	<b>Total Budget</b>	<b>\$11,099.55</b>						
	<b>Total Expenditures</b>		<b>\$3,964.82</b>	<b>\$576.58</b>	<b>\$1,013.82</b>	<b>\$768.00</b>	<b>\$6,323.22</b>	
	<b>Total Unexpended</b>							<b>\$4,776.33</b>
	<b>Net (Monthly)</b>		<b>\$1,491.72</b>	<b>\$6,864.93</b>	<b>\$4,209.58</b>	<b>(\$768.00)</b>		
	<b>FUND BALANCE</b>		<b>(\$9,759.68)</b>	<b>(\$2,894.75)</b>	<b>\$1,314.83</b>	<b>\$546.83</b>		

# Health Issues & Challenges Lead

This funding through the Indiana State Department of Health (IDoH) is to increase capacity in the Department of Health's Lead Program because the elevated blood lead level (EBLL) threshold lowered from 10 µg/dL to 3.5 µg/dL on July 1, 2022. The funds allowed the DoH to hire a fourth CHW to provide case management services and a second Environmental Health Specialist to provide environmental risk assessment services to families with children who have confirmed EBLL's above 5 µg/dL. Also, the DoH hired a Perinatal Coordinator to work upstream by identifying at risk families before the lead poisoning in a child. The Coordinator works closely with the hospital systems. Grant is valid 07/01/22-06/30/24

*LEAD: Cassy White*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$14,434.93					\$14,434.93	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00	\$13,228.29	\$0.00	\$13,228.29	
	<b>TOTAL REVENUE</b>	<b>\$14,434.93</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,228.29</b>	<b>\$0.00</b>	<b>\$27,663.22</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>10000 Series</b>							
11155	Nurses/Other Medical	\$38,990.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,990.75
11167	Community Health Worker	\$20,003.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,003.50
11172	Environmental Health Specialist	\$103,816.48	\$2,000.00	\$4,000.00	\$6,000.00	\$4,000.00	\$16,000.00	\$87,816.48
11199	Perinatal Coordinator	\$93,186.85	\$0.00	\$1,038.54	\$6,230.76	\$4,153.84	\$11,423.14	\$81,763.71
11950	Part Time	\$153,103.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$153,103.76
14800	FICA Taxes	\$31,296.25	\$153.00	\$368.01	\$923.98	\$583.64	\$2,028.63	\$29,267.62
14810	PERF	\$36,929.97	\$224.00	\$448.00	\$672.00	\$448.00	\$1,792.00	\$35,137.97
14840	Health Insurance	\$88,692.60	\$0.00	\$0.00	\$0.00	\$3,050.00	\$3,050.00	\$85,642.60
	<b>Total 10000 Series</b>	<b>\$566,020.16</b>	<b>\$2,377.00</b>	<b>\$5,854.55</b>	<b>\$13,826.74</b>	<b>\$12,235.48</b>	<b>\$34,293.77</b>	<b>\$531,726.39</b>
	<b>Total Budget</b>	<b>\$566,020.16</b>						
	<b>Total Expenditures</b>		<b>\$2,377.00</b>	<b>\$5,854.55</b>	<b>\$13,826.74</b>	<b>\$12,235.48</b>	<b>\$34,293.77</b>	
	<b>Total Unexpended</b>							<b>\$531,726.39</b>
	<b>Net (Monthly)</b>		<b>(\$2,377.00)</b>	<b>(\$5,854.55)</b>	<b>(\$598.45)</b>	<b>(\$12,235.48)</b>		
	<b>FUND BALANCE</b>		<b>\$12,057.93</b>	<b>\$6,203.38</b>	<b>\$5,604.93</b>	<b>(\$6,630.55)</b>		

# Health COVID Vaccinations

The St. Joseph County Department of Health will assist the Indiana Department of Health regarding promotion of the COVID-19 vaccine and conduct direct outreach to minority and hard to reach populations. Grant is valid 07/01/22-06/30/23.

*LEAD: Dr. Cerbin - SUPPORT: Amy Ruppe*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	(\$113,898.19)					(\$113,898.19)	
02708	Federal/Grants Reimbursements		\$113,898.19	\$30,758.87	\$61,739.98	\$9,634.35	\$216,031.39	
	<b>TOTAL REVENUE</b>	<b>(\$113,898.19)</b>	<b>\$113,898.19</b>	<b>\$30,758.87</b>	<b>\$61,739.98</b>	<b>\$9,634.35</b>	<b>\$102,133.20</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>10000 Series</b>							
11144	Nursing Registrar	\$48,329.56	\$7,435.32	\$7,435.32	\$11,152.98	\$7,435.32	\$33,458.94	\$14,870.62
11155	Nurses/Other Medical	\$63,425.88	\$9,757.83	\$9,757.83	\$14,636.74	\$9,757.83	\$43,910.23	\$19,515.65
11950	Part Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11985	Temporary/Seasonal Help	\$25,926.30	\$3,879.73	\$3,982.95	\$3,690.46	\$748.42	\$12,301.56	\$13,624.74
14800	FICA Taxes	\$8,549.29	\$1,612.08	\$1,619.98	\$2,255.21	\$1,372.51	\$6,859.78	\$1,689.51
14810	PERF	\$9,035.46	\$1,390.07	\$1,390.07	\$2,085.11	\$1,390.07	\$6,255.32	\$2,780.14
14840	Health Insurance	\$22,996.08	\$3,832.68	\$3,832.68	\$3,832.68	\$3,832.68	\$15,330.72	\$7,665.36
	<b>Total 10000 Series</b>	<b>\$178,262.57</b>	<b>\$27,907.71</b>	<b>\$28,018.83</b>	<b>\$37,653.18</b>	<b>\$24,536.83</b>	<b>\$118,116.55</b>	<b>\$60,146.02</b>
<b>Acct</b>	<b>30000 Series</b>							
36015	Contractual Services	\$18,532.50	\$2,851.16	\$2,851.16	\$2,851.16	\$2,851.16	\$11,404.64	\$7,127.86
	<b>Total 30000 Series</b>	<b>\$18,532.50</b>	<b>\$2,851.16</b>	<b>\$2,851.16</b>	<b>\$2,851.16</b>	<b>\$2,851.16</b>	<b>\$11,404.64</b>	<b>\$7,127.86</b>
	<b>Total Budget</b>	<b>\$196,795.07</b>						
	<b>Total Expenditures</b>		<b>\$30,758.87</b>	<b>\$30,869.99</b>	<b>\$40,504.34</b>	<b>\$27,387.99</b>	<b>\$129,521.19</b>	
	<b>Total Unexpended</b>							<b>\$67,273.88</b>
	<b>Net (Monthly)</b>		<b>\$83,139.32</b>	<b>(\$111.12)</b>	<b>\$21,235.64</b>	<b>(\$17,753.64)</b>		
	<b>FUND BALANCE</b>		<b>(\$30,758.87)</b>	<b>(\$30,869.99)</b>	<b>(\$9,634.35)</b>	<b>(\$27,387.99)</b>		

## Health CHWs for COVID

This program focuses on addressing COVID-19 and health disparities in St. Joseph County. This funding supports the training and deployment of eight CHWs in St. Joseph County. The eight CHWs are licensed insurance navigators and provide social needs assessments to community members throughout the county to connect them to housing, food, and other social services. Grant is valid 08/31/21-08/30/24.

*LEAD: Cassy White - SUPPORT: Taylor Martin*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$0.00					\$0.00	
02708	Federal/Grants Reimbursements		\$0.00	\$54,322.02	\$52,527.77	\$75,820.80	\$182,670.59	
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,322.02</b>	<b>\$52,527.77</b>	<b>\$75,820.80</b>	<b>\$182,670.59</b>	
<b>Acct</b>	<b>EXPENSES</b>							
	<b>10000 Series</b>							
11030	Administrator	\$4,616.51	\$543.10	\$543.10	\$814.65	\$543.10	\$2,443.95	\$2,172.56
11055	Health Officer	\$4,889.52	\$575.21	\$575.21	\$862.82	\$575.21	\$2,588.45	\$2,301.07
11077	Admin. Assistant	\$17,709.60	\$2,083.46	\$2,083.46	\$3,125.19	\$2,083.46	\$9,375.57	\$8,334.03
11167	Community Health Worker	\$224,950.53	\$23,794.75	\$24,558.17	\$37,367.48	\$24,407.49	\$110,127.89	\$114,822.64
11170	Director of HEED	\$6,621.15	\$778.93	\$778.93	\$1,168.40	\$778.93	\$3,505.19	\$3,115.96
11176	Assistant Dir Health Equity	\$30,915.93	\$3,637.15	\$3,637.15	\$5,455.72	\$3,637.15	\$16,367.17	\$14,548.76
11196	Health Promotion Specialist	\$8,814.24	\$1,036.94	\$1,036.94	\$1,555.42	\$1,036.94	\$4,666.24	\$4,148.00
11197	Director of HOPE	\$4,074.64	\$479.34	\$479.34	\$719.07	\$479.34	\$2,157.09	\$1,917.55
11976	Deputy Health Officer	\$6,714.84	\$789.96	\$789.96	\$1,184.94	\$789.96	\$3,554.82	\$3,160.02
12014	Data Analyst	\$11,000.06	\$1,099.76	\$1,099.76	\$1,649.64	\$1,099.76	\$4,948.92	\$6,051.14
14800	FICA Taxes	\$24,742.17	\$2,600.83	\$2,651.79	\$4,055.93	\$2,642.80	\$11,951.35	\$12,790.82
14810	PERF	\$35,874.88	\$3,899.67	\$3,985.17	\$6,037.14	\$3,968.29	\$17,890.27	\$17,984.61
14840	Health Insurance	\$148,626.93	\$2,838.46	\$2,838.46	\$4,257.63	\$27,238.46	\$37,173.01	\$111,453.92
	<b>Total 10000 Series</b>	<b>\$529,551.00</b>	<b>\$44,157.56</b>	<b>\$45,057.44</b>	<b>\$68,254.03</b>	<b>\$69,280.89</b>	<b>\$226,749.92</b>	<b>\$302,801.08</b>
<b>Acct</b>	<b>20000 Series</b>							
22148	Field Supplies	\$4,413.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,413.74
	<b>Total 20000 Series</b>	<b>\$4,413.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,413.74</b>
<b>Acct</b>	<b>30000 Series</b>							
31015	Consultant Services	\$48,835.00	\$5,295.00	\$5,295.00	\$5,295.00	\$5,295.00	\$21,180.00	\$27,655.00
32020	Travel/Mileage	\$10,477.01	\$0.00	\$267.75	\$0.00	\$163.35	\$431.10	\$10,045.91
32050	Conferences & Training	\$25,804.43	\$715.00	\$583.05	\$332.20	\$0.00	\$1,630.25	\$24,174.18
32203	Cell Phones	\$3,930.30	\$368.28	\$368.28	\$368.53	\$0.00	\$1,105.09	\$2,825.21
33368	Public Information & Education	\$211,675.25	\$3,664.68	\$835.25	\$1,415.79	\$2,250.98	\$8,166.70	\$203,508.55
36015	Contractual Services	\$32,905.61	\$121.50	\$81.00	\$155.25	\$97.20	\$454.95	\$32,450.66
39010	Dues & Subscriptions	\$820.00	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00	\$780.00
	<b>Total 30000 Series</b>	<b>\$334,447.60</b>	<b>\$10,164.46</b>	<b>\$7,470.33</b>	<b>\$7,566.77</b>	<b>\$7,806.53</b>	<b>\$33,008.09</b>	<b>\$301,439.51</b>
	<b>Total Budget</b>	<b>\$868,412.34</b>						
	<b>Total Expenditures</b>		<b>\$54,322.02</b>	<b>\$52,527.77</b>	<b>\$75,820.80</b>	<b>\$77,087.42</b>	<b>\$259,758.01</b>	
	<b>Total Unexpended</b>							<b>\$608,654.33</b>
	<b>Net (Monthly)</b>		<b>(\$54,322.02)</b>	<b>\$1,794.25</b>	<b>(\$23,293.03)</b>	<b>(\$1,266.62)</b>		
	<b>FUND BALANCE</b>		<b>(\$54,322.02)</b>	<b>(\$52,527.77)</b>	<b>(\$75,820.80)</b>	<b>(\$77,087.42)</b>		

# Health COVID Crisis CoAg

Based on a jurisdiction population tier, the IDoH will provide funding to the LHDs to identify (and hire if necessary) school liaison to support continued infectious disease efforts and to support K-12 schools within the jurisdiction with IDOE required services, immunizations, dental screenings, hearing and vision screenings. The identified team member will be identified as the subject matter expert related to communicable disease response (including COVID-19 response) in schools and school wellness activities.

*LEAD: Dr. Cerbin and Dr. Fox*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$531,852.40					\$531,852.40	
02708	Federal/Grants Reimbursements		\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	
	<b>TOTAL REVENUE</b>	<b>\$531,852.40</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,081,852.40</b>	
<b>Acct</b>	<b>EXPENSES</b>							
	<b>30000 Series</b>							
32550	Miscellaneous Costs	\$531,852.40	\$0.00	\$96.16	\$188.21	\$81,337.07	\$81,621.44	\$450,230.96
	<b>Total 30000 Series</b>	<b>\$531,852.40</b>	<b>\$0.00</b>	<b>\$96.16</b>	<b>\$188.21</b>	<b>\$81,337.07</b>	<b>\$81,621.44</b>	<b>\$450,230.96</b>
	<b>Total Budget</b>	<b>\$531,852.40</b>						
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$96.16</b>	<b>\$188.21</b>	<b>\$81,337.07</b>	<b>\$81,621.44</b>	
	<b>Total Unexpended</b>							<b>\$450,230.96</b>
	<b>Net (Monthly)</b>		<b>\$550,000.00</b>	<b>(\$96.16)</b>	<b>(\$188.21)</b>	<b>(\$81,337.07)</b>		
	<b>FUND BALANCE</b>		<b>\$1,081,852.40</b>	<b>\$1,081,756.24</b>	<b>\$1,081,568.03</b>	<b>\$1,000,230.96</b>		

# Health Local Health Services

This grant is a long-standing grant from the Indiana Department of Health which allows Local Health Departments to utilize the funds to work on any area in IDoH's long range plan. The St. Joseph County Health Department uses these funds to fund our Health Promotion Specialist and for health outreach, promotion, and education efforts. Carry-forward pays for supplies, travel, educational materials and trainings for staff.

*LEAD: Robin Vida*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$46,084.20					\$46,084.20	
01412	State Grant		\$0.00	\$0.00	\$36,336.00	\$0.00	\$36,336.00	
02708	Federal Grants/Reimbursements		\$1,636.63	\$1,636.63	\$2,229.94	\$1,636.63	\$7,139.83	
	<b>TOTAL REVENUE</b>	<b>\$46,084.20</b>	<b>\$1,636.63</b>	<b>\$1,636.63</b>	<b>\$38,565.94</b>	<b>\$1,636.63</b>	<b>\$53,224.03</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>10000 Series</b>							
11193	Health Promotion Specialist	\$50,000.00	\$3,846.16	\$3,846.16	\$5,769.24	\$3,846.16	\$17,307.72	\$32,692.28
14800	FICA Taxes	\$3,825.00	\$280.67	\$280.67	\$427.78	\$280.67	\$1,269.79	\$2,555.21
14810	PERF	\$5,600.00	\$430.76	\$430.76	\$646.14	\$430.76	\$1,938.42	\$3,661.58
14840	Health Insurance	\$18,300.00	\$0.00	\$0.00	\$0.00	\$4,575.00	\$4,575.00	\$13,725.00
	<b>Total 10000 Series</b>	<b>\$77,725.00</b>	<b>\$4,557.59</b>	<b>\$4,557.59</b>	<b>\$6,843.16</b>	<b>\$9,132.59</b>	<b>\$25,090.93</b>	<b>\$52,634.07</b>
<b>Acct</b>	<b>20000 Series</b>							
21030	Office Supplies	\$2,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,280.00
	<b>Total 20000 Series</b>	<b>\$2,280.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,280.00</b>
<b>Acct</b>	<b>30000 Series</b>							
32020	Travel /Mileage	\$5,167.00	\$0.00	\$0.00	\$1,407.80	\$977.00	\$2,384.80	\$2,782.20
32203	Cell Phones	\$540.00	\$86.36	\$86.36	\$86.36	\$0.00	\$259.08	\$280.92
33368	Public Info & Educ	\$7,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,300.00
	<b>Total 30000 Series</b>	<b>\$13,007.00</b>	<b>\$86.36</b>	<b>\$86.36</b>	<b>\$1,494.16</b>	<b>\$977.00</b>	<b>\$2,643.88</b>	<b>\$10,363.12</b>
	<b>Total Budget</b>	<b>\$93,012.00</b>						
	<b>Total Expenditures</b>		<b>\$4,643.95</b>	<b>\$4,643.95</b>	<b>\$8,337.32</b>	<b>\$10,109.59</b>	<b>\$27,734.81</b>	
	<b>Total Unexpended</b>							<b>\$65,277.19</b>
	<b>Net (Monthly)</b>		<b>(\$3,007.32)</b>	<b>(\$3,007.32)</b>	<b>\$30,228.62</b>	<b>(\$8,472.96)</b>		
	<b>FUND BALANCE</b>		<b>\$43,076.88</b>	<b>\$40,069.56</b>	<b>\$70,298.18</b>	<b>\$61,825.22</b>		

# Health Trust Fund

This grant was established within the Indiana Tobacco Master Settlement Agreement Fund for the purpose of providing funding for services provided by local Boards of Health in each county. St. Joseph County created a Positive and Adverse Childhood Experiences (PACEs) program that aims to decrease the prevalence and impact of adverse childhood experiences (ACEs) in St. Joseph County by bolstering positive childhood experiences.

*LEAD: Dr. Cerbin - SUPPORT: Amy Ruppe*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$296,519.51					\$296,519.51	
01412	State Grant		\$0.00	\$0.00	\$46,828.51	\$0.00	\$46,828.51	
02708	Federal Grants/Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$296,519.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,828.51</b>	<b>\$0.00</b>	<b>\$296,519.51</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>10000 Series</b>							
12018	PACEs Coordinator	\$60,893.00	\$4,684.08	\$4,684.08	\$7,026.12	\$2,810.27	\$19,204.55	\$41,688.45
14800	FICA Taxes	\$4,659.00	\$354.56	\$352.64	\$531.81	\$209.30	\$1,448.31	\$3,210.69
14810	PERF	\$6,821.00	\$524.62	\$524.62	\$786.93	\$314.75	\$2,150.92	\$4,670.08
14840	Health Insurance	\$18,300.00	\$0.00	\$0.00	\$0.00	\$4,575.00	\$4,575.00	\$13,725.00
	<b>Total 10000 Series</b>	<b>\$90,673.00</b>	<b>\$5,563.26</b>	<b>\$5,561.34</b>	<b>\$8,344.86</b>	<b>\$7,909.32</b>	<b>\$27,378.78</b>	<b>\$63,294.22</b>
<b>Acct</b>	<b>30000 Series</b>							
32020	Travel/Mileage	\$2,444.00	\$0.00	\$484.87	\$0.00	\$0.00	\$484.87	\$1,959.13
32203	Cell Phones	\$540.00	\$40.92	\$40.92	\$40.92	\$0.00	\$122.76	\$417.24
33368	Public Info. & Educ.	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
	<b>Total 30000 Series</b>	<b>\$3,484.00</b>	<b>\$40.92</b>	<b>\$525.79</b>	<b>\$40.92</b>	<b>\$0.00</b>	<b>\$607.63</b>	<b>\$2,876.37</b>
	<b>Total Budget</b>	<b>\$94,157.00</b>						
	<b>Total Expenditures</b>		<b>\$5,604.18</b>	<b>\$6,087.13</b>	<b>\$8,385.78</b>	<b>\$7,909.32</b>	<b>\$27,986.41</b>	
	<b>Total Unexpended</b>							<b>\$66,170.59</b>
	<b>Net (Monthly)</b>		<b>(\$5,604.18)</b>	<b>(\$6,087.13)</b>	<b>\$38,442.73</b>	<b>(\$7,909.32)</b>		
	<b>FUND BALANCE</b>		<b>\$290,915.33</b>	<b>\$284,828.20</b>	<b>\$323,270.93</b>	<b>\$315,361.61</b>		

# Health Vector

This fund is currently being reserved for usage in the event of an arboviral outbreak needing a response or for utilization in the event of a funding shortfall.

*LEAD: Brett Davis*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$11,924.80					\$11,924.80	
02710	Local Grant Reimbursement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$11,924.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,924.80</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>30000 Series</b>							
39600	Refunds	\$11,924.80	\$0.00	\$0.00	\$0.00	\$11,924.80	\$11,924.80	\$0.00
	<b>Total 30000 Series</b>	<b>\$11,924.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,924.80</b>	<b>\$11,924.80</b>	<b>\$0.00</b>
	<b>Total Budget</b>	<b>\$11,924.80</b>						
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,924.80</b>	<b>\$11,924.80</b>	
	<b>Total Unexpended</b>							<b>\$0.00</b>
	<b>Net (Monthly)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$11,924.80)</b>		
	<b>FUND BALANCE</b>		<b>\$11,924.80</b>	<b>\$11,924.80</b>	<b>\$11,924.80</b>	<b>\$0.00</b>		

# Health National Birth Equity

Funds from the Community Foundation of SJC and the Indiana Minority Health Coalition for the purpose of conducting a program birth equity assessment that supports organizations in identifying strengths and gaps in the capacity to implement system wide changes to improve birth outcomes. The assessment includes surveys and key informant interviews with SJCDoH and community partners, a review of reports and documents produced by the SJCDoH, and the input from community members during pregnancy, childbirth, postpartum, and the first year of parenting.

*LEAD: Robin Vida - SUPPORT: Sally Dixon*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$5,000.00					\$5,000.00	
02710	Local Grant Reimbursement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>30000 Series</b>							
36015	Contractual Services	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
	<b>Total 30000 Series</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>
	<b>TOTAL EXPENSES</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>
	<b>Net Income</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,000.00)</b>	<b>\$0.00</b>	
	<b>FUND BALANCE</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

# Beacon Safety Pin Grant

This grant was awarded to Beacon Community Impact with SJCDoH, Saint Joseph Health System, Elkhart Dept of Health, and Franciscan Health as subgrantees to improve maternal and infant health and decrease infant mortality across the Northern Hospital region of Indiana. SJCDoH's role is to lead outreach, awareness, and training on topics that will improve overall maternal infant health and eliminate inequities in birth outcomes. Grant is valid 04/01/21-03/31/25.

*LEAD: Robin Vida - SUPPORT: Sally Dixon*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	\$0.00					\$0.00	
02710	Local Grant Reimbursement		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>30000 Series</b>							
33368	Public Info & Educ	\$5,626.90	\$0.00	\$0.00	\$66.63	\$82.96	\$149.59	\$5,477.31
	<b>Total 30000 Series</b>	<b>\$5,626.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$66.63</b>	<b>\$82.96</b>	<b>\$149.59</b>	<b>\$5,477.31</b>
	<b>Total Budget</b>	<b>\$5,626.90</b>						
	<b>Total Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$66.63</b>	<b>\$82.96</b>	<b>\$149.59</b>	
	<b>Total Unexpended</b>							<b>\$5,477.31</b>
	<b>Net (Monthly)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$66.63)</b>	<b>(\$82.96)</b>		
	<b>FUND BALANCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$66.63)</b>	<b>(\$149.59)</b>		

# Safety PIN Grant

From IDoH, this funding supports all activities of MIH Initiatives including the coordinator activities, FIMR Case Review and collaboration with SJCDoH units, community partners through workgroups, projects, educational materials consultation, reports, and presentations. Funds are also used to create, print, and distribute educational materials and to purchase and distribute sleep sacks, cribs, and car seats. Grant is valid 10/01/21-09/20/23.

*LEAD: Robin Vida - SUPPORT: Sally Dixon*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	(\$3,600.58)					(\$3,600.58)	
01412	State Grant		\$3,600.58	\$6,482.38	\$6,442.57	\$3,846.70	\$20,372.23	
	<b>TOTAL REVENUE</b>	<b>(\$3,600.58)</b>	<b>\$3,600.58</b>	<b>\$6,482.38</b>	<b>\$6,442.57</b>	<b>\$3,846.70</b>	<b>\$16,771.65</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>10000 Series</b>							
11782	MIH Coordinator	\$25,138.75	\$4,594.76	\$4,594.76	\$1,772.48	\$3,132.00	\$14,094.00	\$11,044.75
14800	FICA Taxes	\$1,971.76	\$350.49	\$350.49	\$137.10	\$238.58	\$1,076.66	\$895.10
	<b>Total 10000 Series</b>	<b>\$27,110.51</b>	<b>\$4,945.25</b>	<b>\$4,945.25</b>	<b>\$1,909.58</b>	<b>\$3,370.58</b>	<b>\$15,170.66</b>	<b>\$11,939.85</b>
<b>Acct</b>	<b>20000 Series</b>							
24012	Promotion Supplies	\$14,500.91	\$1,232.13	\$1,192.32	\$1,644.62	\$39.00	\$4,108.07	\$10,392.84
	<b>Total 20000 Series</b>	<b>\$14,500.91</b>	<b>\$1,232.13</b>	<b>\$1,192.32</b>	<b>\$1,644.62</b>	<b>\$39.00</b>	<b>\$4,108.07</b>	<b>\$10,392.84</b>
<b>Acct</b>	<b>30000 Series</b>							
32020	Travel /Mileage	\$3,536.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,536.00
32203	Cell Phones	\$1,110.00	\$30.00	\$30.00	\$30.00	\$0.00	\$90.00	\$1,020.00
36015	Contractual Services	\$69,054.50	\$275.00	\$275.00	\$262.50	\$137.50	\$950.00	\$68,104.50
	<b>Total 30000 Series</b>	<b>\$73,700.50</b>	<b>\$305.00</b>	<b>\$305.00</b>	<b>\$292.50</b>	<b>\$137.50</b>	<b>\$1,040.00</b>	<b>\$72,660.50</b>
	<b>Total Budget</b>	<b>\$115,311.92</b>						
	<b>Total Expenditures</b>		<b>\$6,482.38</b>	<b>\$6,442.57</b>	<b>\$3,846.70</b>	<b>\$3,547.08</b>	<b>\$20,318.73</b>	
	<b>Total Unexpended</b>							<b>\$94,993.19</b>
	<b>Net (Monthly)</b>		<b>(\$2,881.80)</b>	<b>\$39.81</b>	<b>\$2,595.87</b>	<b>\$299.62</b>		
	<b>FUND BALANCE</b>		<b>(\$6,482.38)</b>	<b>(\$6,442.57)</b>	<b>(\$3,846.70)</b>	<b>(\$3,547.08)</b>		

# CHW Safety PIN

The purpose of this program is to close gaps in entry to prenatal care identified through the FIMR Case Review process for mothers whose first system access is WCC. Funding from IDoH supports partnership with Women's Care Center that embeds 2 SJCDoH CHWs at 4 WCC facilities, who upon referrals from WCC counselors, assist mothers and families with connection to insurance, prenatal (medical) care, and other social needs. Grant is valid 01/01/22-12/31/23.

*LEAD: Cassy White - SUPPORT: Sally Dixon*

		Budget	January	February	March	April	TOTALS	Unexpended
<b>Acct</b>	<b>REVENUE</b>							
00000	Beginning Balance	(\$15,752.70)					(\$15,752.70)	
01412	State Grant		\$15,752.70	\$7,100.67	\$7,100.67	\$10,714.60	\$40,668.64	
	<b>TOTAL REVENUE</b>	<b>(\$15,752.70)</b>	<b>\$15,752.70</b>	<b>\$7,100.67</b>	<b>\$7,100.67</b>	<b>\$10,714.60</b>	<b>\$24,915.94</b>	
	<b>EXPENSES</b>							
<b>Acct</b>	<b>10000 Series</b>							
11167	Community Health Worker	\$105,543.55	\$5,946.70	\$5,946.70	\$8,920.05	\$5,946.70	\$26,760.15	\$78,783.40
14800	FICA Taxes	\$24,762.42	\$427.93	\$427.93	\$655.39	\$427.93	\$1,939.18	\$22,823.24
14810	Perf	\$12,620.89	\$666.04	\$666.04	\$999.06	\$666.04	\$2,997.18	\$9,623.71
14840	Health Insurance	\$54,000.00	\$0.00	\$0.00	\$0.00	\$9,150.00	\$9,150.00	\$44,850.00
	<b>Total 10000 Series</b>	<b>\$196,926.86</b>	<b>\$7,040.67</b>	<b>\$7,040.67</b>	<b>\$10,574.50</b>	<b>\$16,190.67</b>	<b>\$40,846.51</b>	<b>\$156,080.35</b>
<b>Acct</b>	<b>30000 Series</b>							
32020	Travel /Mileage	\$1,123.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,123.20
32050	Conferences & Trainings	\$3,015.70	\$0.00	\$0.00	\$80.10	\$0.00	\$80.10	\$2,935.60
32203	Cell Phones	\$1,018.00	\$60.00	\$60.00	\$60.00	\$0.00	\$180.00	\$838.00
33368	Public Info & Educ	\$1,083.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,083.00
39750	Information Technology	\$212.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$212.18
	<b>Total 30000 Series</b>	<b>\$6,452.08</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$140.10</b>	<b>\$0.00</b>	<b>\$260.10</b>	<b>\$6,191.98</b>
	<b>Total Budget</b>	<b>\$203,378.94</b>						
	<b>Total Expenditures</b>		<b>\$7,100.67</b>	<b>\$7,100.67</b>	<b>\$10,714.60</b>	<b>\$16,190.67</b>	<b>\$41,106.61</b>	
	<b>Total Unexpended</b>							<b>\$162,272.33</b>
	<b>Net (Monthly)</b>		<b>\$8,652.03</b>	<b>\$0.00</b>	<b>(\$3,613.93)</b>	<b>(\$5,476.07)</b>		
	<b>FUND BALANCE</b>		<b>(\$7,100.67)</b>	<b>(\$7,100.67)</b>	<b>(\$10,714.60)</b>	<b>(\$16,190.67)</b>		

## FOOD SERVICES UNIT

	Month	YTD 2023	YTD 2022	YTD 2019	% Difference 2023 VS 2022
Food Store Complaints	2	9	8	5	12.5%
Food Service Complaints	6	65	63	68	3.2%
Civil Penalties	0	0	0	1	
Health Officer Hearings	0	0	0	0	
Abatements Correspondence	1	1	1	17	0%
Possible Foodborne Illness Investigations	1	5	4	5	25%
Opening Inspections	3	39	53	74	-26.4%
Inspections	340	1148	939	980	22.3%
Plan & Review/New Constr./Remodel	5	9	12	17	-25%
Fire Investigations	0	1	3	5	-66.7%
# Establishments Requested to Close				2	
Number of Temporary Events	17	37	42	50	-11.9%
Temporary Inspections	47	87	73	157	19.2%
Mobile Inspections	6	9	0	34	
Meetings	7	19	24	17	-20.8%
<b>Smoking Information</b>					
Smoking Complaints	1	3	0	0	
Smoking Appeals Hearings					
<b>Pool Information</b>					
Pool Inspections	0	3	1	2	200%
Pool Consultations	0	0	0	0	
Pool Complaints	0	3	0	0	
Pool Closings	0	8	0	6	

All pool permits expire in the month of April and must be renewed. Reportedly, 113 pool permits generating \$11, 335.00, in revenue, were renewed by 4/30/2023.

The **1148** inspections, completed **YTD for the month of April**, represents a **22.3%** increase over the **939** inspections completed for the same period in 2022. As was reported last month, the increase is directly attributable to our Food Safety Inspection Officer (FSIO) staff being at budgeted levels. As pools open and temporary events increase with summer activities, we can expect to see some downward trend in completed routine inspections.

4-10 Director and Assistant Director met with local restaurant owner and IDOH field representative to provide information and guidance on registering products with the FDA. It was learned that products, made in the local establishment for wholesale distribution, had never been approved by the FDA for interstate commerce.

# HEALTH EQUITY, EPIDEMIOLOGY, AND DATA (HEED) UNIT

## Community Health Worker (CHW) Programs

### CDC CHWs:

In **April 2023**, we had 8 CHWs through our grant from the Centers for Disease Control and Prevention (CDC) stationed in twelve census tracts with the highest social vulnerability index or social needs. These CHWs worked to build relationships with residents of their assigned census tracts while providing resource navigation, insurance navigation, COVID-19 testing, and outreach events for residents.

### Social Needs Assessments:

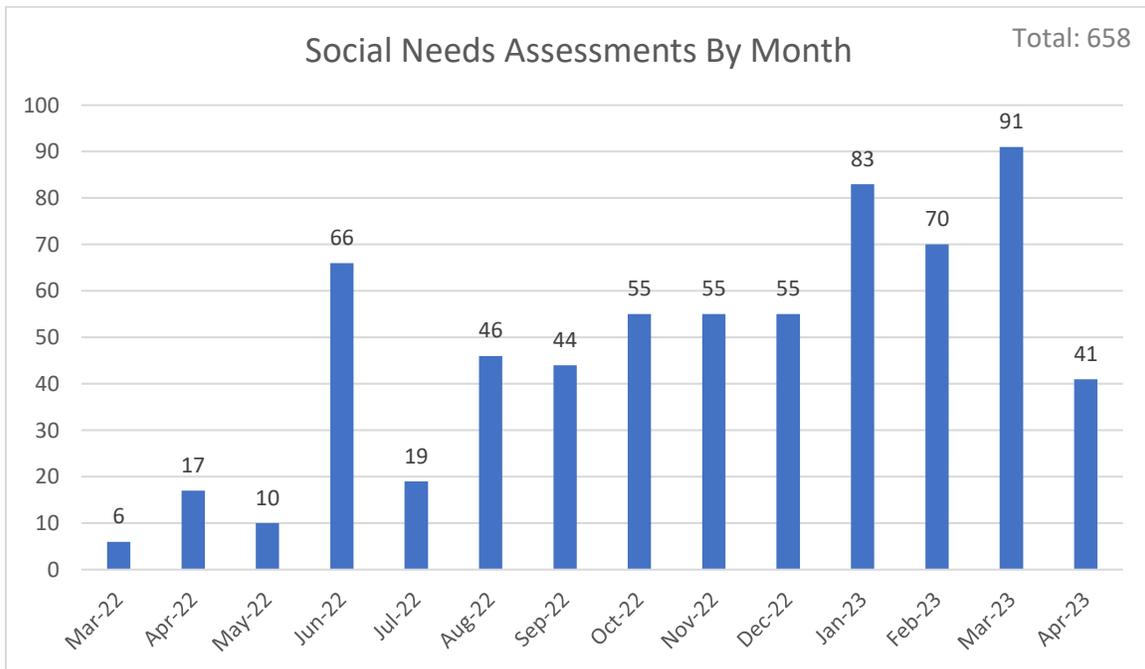
Social Needs Assessments (SNAs) are available on our website, and through community partners, for any public member to fill out to request assistance with resource navigation or insurance referrals. Our team responds to the completed surveys within 48 business hours to provide resources for the requested needs by the community member. Depending on the need or request of the community member, our CHWs will assist individuals in filling out applications.

### *Month*

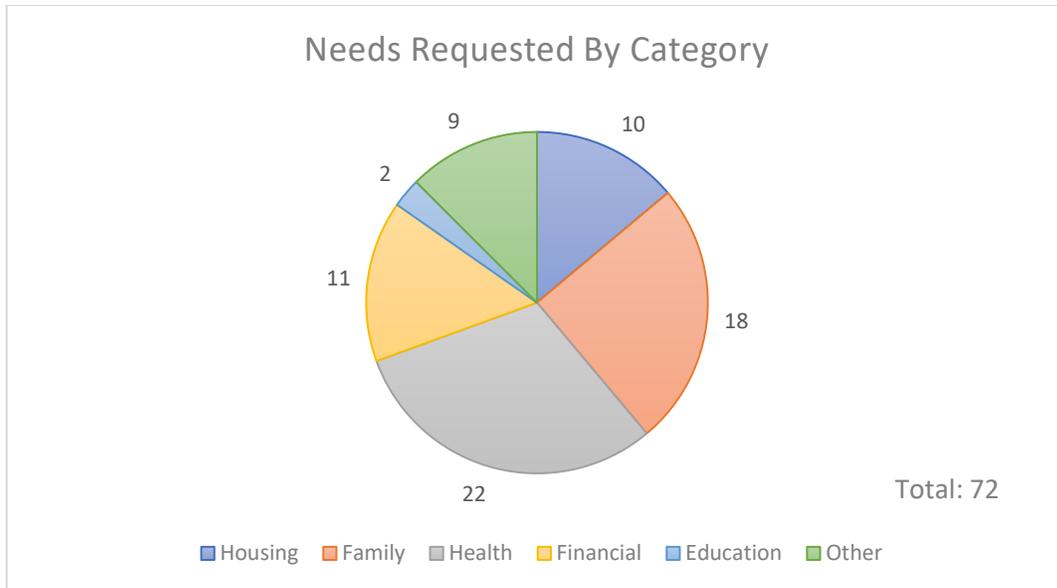
In **April**, the CHW team received **41** SNAs with individuals requesting resources and **1** SNA with no identified needs. A total of **72** resources were requested within these SNAs. Of the **40** SNAs with identified needs, CHWs were able to contact **48** individuals. Through the SNAs completed, **42** people and families were connected to **66** resources that could assist them with their needs.

### Visuals for CDC CHWs

Total number of Social Needs Assessments completed since launch date 03/15/2022.



## Visuals for April's Numbers



### Insurance Navigation:

Through the SNAs, the CHW team is connected with individuals and families that need assistance obtaining or changing their insurance coverage. Currently, we have 6 CDC CHWs who have completed their insurance navigation certification and can assist with these requests. FSSA, or Medicaid, can take a minimum of 60 days to receive coverage from when the process was started.

#### *Month*

In **April**, the team received **14** requests for insurance assistance covering **28** individuals, including adults and children. Of the requests for insurance assistance, **6** were ineligible for insurance. **All** who were ineligible were due to citizenship status. The CHWs connected the individuals ineligible for insurance with providers and specialists offering sliding-scale services.

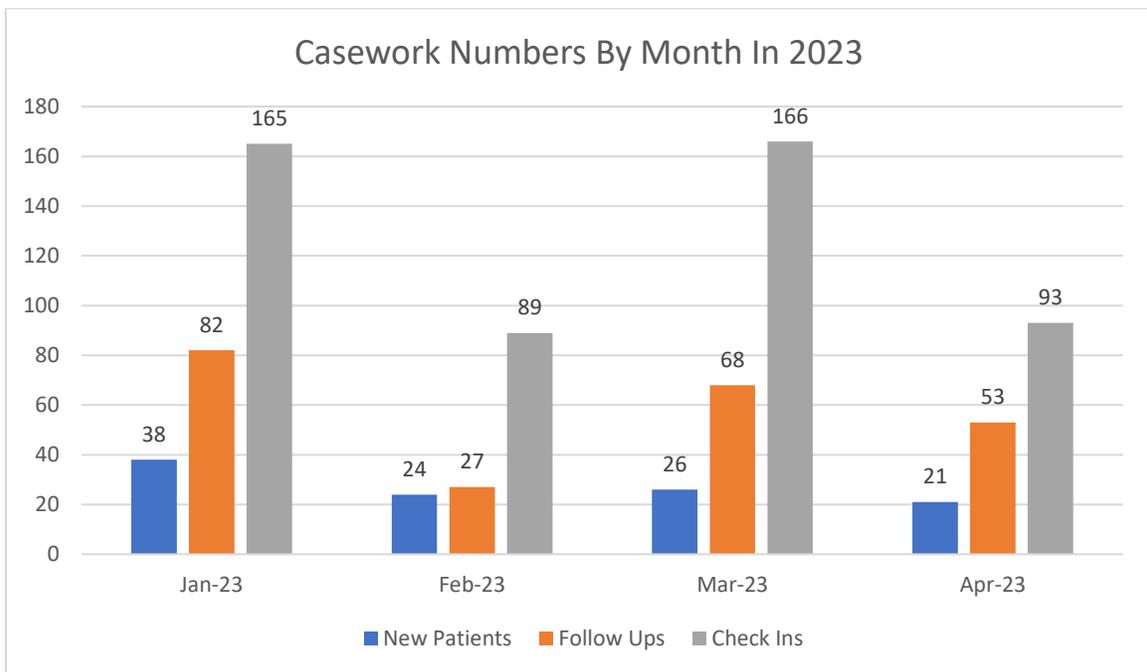
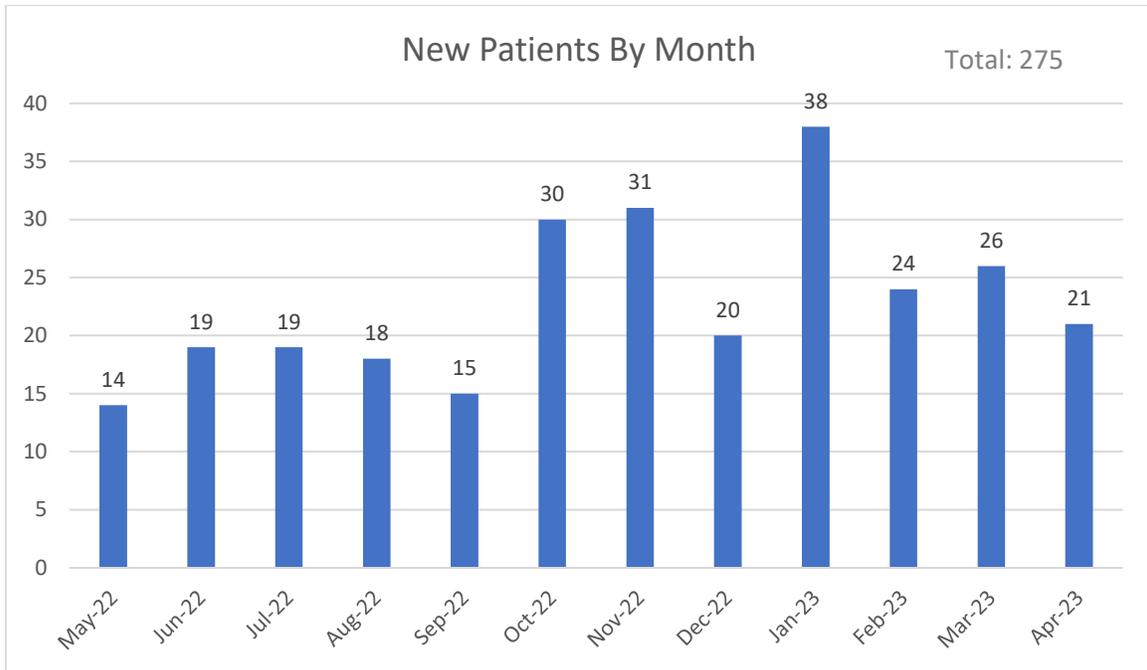
### **Maternal/Infant Health (MIH) CHWs:**

The MIH CHWs are embedded within the Women's Care Center (WCC) to provide insurance navigation, resource referral, and connection to prenatal care for pregnant individuals. Clients are referred to the MIH CHWs by WCC counselors when it is identified that a client needs insurance or other social resources. The MIH CHWs follow up with clients at the 7-day, 10-week, 15-week, 24-week, 30-week, and 34-week mark. This program aims to ensure that all pregnant people in St. Joseph County have access to medical services to improve the health and birth outcomes of our residents. This program launched in May 2022.

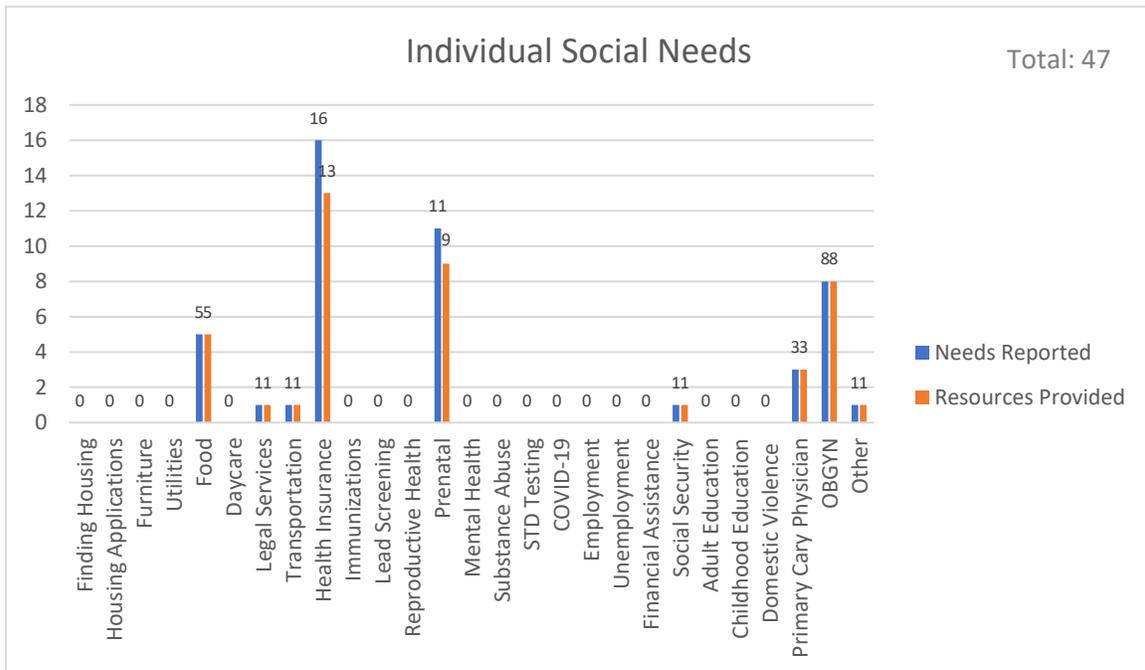
#### *Month*

In **April**, WCC counselors referred **21** clients to our MIH CHWs. **21** of **21** clients identified social needs. The 21 clients identified a total of **47** needs. **8** of the **21** clients identified that it was their first pregnancy, and **11** of the **21** clients are classified as high-risk due to current or past medical complications. The MIH CHWs assisted **7** of the **21** clients in applying for or switching their insurance to a pregnancy plan.

## MIH CHWs Visuals



### Visuals for April's Numbers



**PACEs:** (Positive and Adverse Childhood Experiences)

Project Area	Project Description	Monthly Update
Positive Childhood Experiences (PCE) Data	The goal of this project is to establish a process to measure and increase exposure to Positive Childhood Experiences among youth and adolescents in St. Joseph County	<ul style="list-style-type: none"> <li>● Scheduled to meet with SBCSC principals the week of May 8</li> <li>● Round 2 of PCE surveys scheduled week of May 15</li> <li>● Post-Survey focus groups scheduled for May 22</li> <li>● Manuscript in progress</li> </ul>
ACEs, Suicide and Overdose	This project develops a community-based framework to prevent suicide and overdose by addressing ACEs. The primary focus area is to target the shared risk and protective factors for ACEs as an upstream prevention mechanism for suicide and overdose.	<ul style="list-style-type: none"> <li>● NACCHO grant to address ACEs, Suicide and Overdose is in progress.</li> <li>● Initial efforts underway to identify strengths and gaps in community capacity.</li> <li>● Grant participation includes monthly technical assistance calls and group learning sessions.</li> </ul>

Project Area	Project Description	Monthly Update
Community Partnerships	This project aims to develop concrete partnerships with local and state organizations that support PACEs work.	<ul style="list-style-type: none"> <li>● SJC Cares committees are ongoing and focused on mental health and suicide.</li> <li>● PCE data is being shared in various community groups</li> </ul>
		working with children and families.
Funding and Research	This program area focuses on maintaining the Department of Health's knowledge of PACEs and opportunities for extramural funding that can support high-priority SJC PACEs projects.	<ul style="list-style-type: none"> <li>● Current funding partners: <ul style="list-style-type: none"> <li>○ NACCHO</li> <li>○ Notre Dame</li> </ul> </li> </ul> Emerging Opportunities in Health

**Marketing Update:**

Health observances for each month are highlighted on social media and the DoH website. For the month of April, the health observances was for HPV.

April- 23							
Type	Unit						
	HEED	Environmental	Immunizations	HOPE	Nursing	Admin	Foods
Digital Media	9		1		1		
Website Change	4		1	1			
NEWLY DESIGNED Material				5			
Digital Flyers (PDF, logo, flyers etc)							
CHANGE of Existing Printed Material							
Social Media							
REPRINTS of Existing Printed Material (No Changes)	3						
<b>Total</b>	<b>16</b>		<b>2</b>	<b>6</b>	<b>1</b>		
<b>Grand Total of All Marketing Requests</b>							



#### **Community Boards, Meetings, Reports, and Committees**

- Participated in the Health Alliance meeting.
- Participated in the Lead Affinity meeting.
- Participated in SJC Food Access Council meeting.
- Participated in Fetal Infant Mortality Review meeting.
- Director of HEED serves as Data, Analytics and Grants (DAG) subcommittee chair for the Health Improvement Alliance.
- Assistant Director of Health Equity serves on the SJC Cares DEI committee.
- PACEs Coordinator participated in SJC Cares.

**HEALTH OUTREACH, PROMOTION & EDUCATION (HOPE)**

	<b>Total Number of Releases by DoH</b>	<b>Media Stories Featuring DoH</b>
Media Engagement	4 COVID Metrics 0 Unique 0 Public Notice 0 Media Roundtable 0 Press Conference	SB Tribune = WSBT = 3 WNDU = 1 ABC57 = 0 WVPE= 1

[Bed bug ordinance heads back to drawing board | WSBT](#)

[Funding for St. Joseph County health department under question | WSBT](#)

[NAACP concerned for St. Joseph County Department of Health | WSBT](#)

[SJC County Commissioners discuss Health Department funding, Portage Manor \(wndu.com\)](#)

[Health workers tackling overdoses, suicide and health in poor neighborhoods \(wvpe.org\)](#)

	<b>Total Number of Posts</b>	<b>Total Reach* (unique people who've seen our posts)</b>	<b>Total Post Engagement</b>
Social Media	6	3,900	985

	<b>ESSENCE Alerts</b>	<b>Narcan Distribution (doses)</b>	<b>Wound Care Kits Distribution</b>
Substance Abuse	0	146	0

	<b>ESSENCE Alerts</b>
Suicide	2

\*An ESSENCE alert is given when an abnormal number of cases presents to either ER over a 24-hr time period on 2 consecutive days.

**Attended Activities/Meetings:**

SJC Cares Suicide Prevention Committee meeting

IPHA Annual meeting

Partnership for Drug-Free SJC Monthly Meeting, Executive Committee Meeting, Community awareness meeting, and advocacy and policy meetings

Health Improvement Alliance ELC meeting

Suicide & Overdose Fatality Review Meeting

IN Suicide Advisory Board Meeting

AARC Board Meeting

Upper Room Recovery Board Meeting

Various meetings with Mentees from WI and OH for NACCHO mentor/mentee grant

Various meetings with Coroners office and Overdose Fatality Review experts to ensure best practices

Various meetings with 525 Foundation on Drug Disposal Grant; youth summit planning, prevention conference planning

Various meetings with Oaklawn to discuss MAT project, Narcan, etc.

Various meetings held with community stakeholders on substance use efforts

Various Meetings with DoH Units (HPV summit, Immunization efforts)

Various IDOH meetings RE: updates, grant updates, School liaison, etc. including IDOH Regional School Liaison meeting

Narcan training @ IU School of Medicine

Presentation for Real Services Home Healthworkers on the importance of routine vaccinations

### **Highlights:**

Director of HOPE continues work on her strategic workplan for addressing overdose and opioid use disorder. Current focus in on creating data equity and improving surveillance, Narcan distribution reporting, overdose reporting, and identifying additional key indicators. Key piece of next steps including supporting best practices of the opioid settlement monies with community stakeholders.

Director of HOPE continued working with Nursing team and CDC fellow to successfully execute an HPV educational summing on April 20, 2023.

Director of HOPE participated in the National Rx and Illicit Drug Summit in Atlanta, GA

Director of HOPE participated in a community conversation on harm reduction that was hosted by AIDS Ministries/AIDS Assist and Imani Unidad

Health promotion specialists continue to assist with the development of outreach/education materials for CHWs as well as curriculum for CHWs. Health Promotion Specialists also continue to work with other Units in the Department to create outreach materials etc.

Director of HOPE and HOPE team continue to develop a culture of public health in St. Joseph County; refine communications internally and externally.

### **FIMR Case Review and FIMR Reporting**

#### **Case Review Recommendations to reduce infant mortality and improve birth outcomes for all people in St. Joseph County**

1. Eliminate racial, ethnic, and socioeconomic disparities in birth outcomes
2. Provide data and information to support policy and legislation that will improve birth outcomes.
3. Facilitate connection of mothers to first trimester prenatal care and resource navigation.
4. Integrate clinical care and community based organizations to provide connection to care, support, and resources throughout pregnancy & postpartum.
5. Improve sleep related death prevention education for providers and families.
6. Improve women's pregnancy health through access to information and medical care before, during, and after pregnancy.

#### **FIMR Case Review and FIMR Reporting. (All recommendations come from this process)**

- Case abstractions and summary preparation and weekly check ins with medical record abstractor.
- Record requests to participating agencies.
- No meeting in April. Next meeting is May 19, 2023.
- Resumed in person record reviews at SJRMC
- As of May 8, 2023:
  - **2022 Data: (last month there was a typo, the total is 30, not 20)**
    - 30 infant deaths. 15 Fetal Deaths (*For reference, 2021: infant deaths 31, fetal deaths 15*)
    - 3 infant and 4 fetal deaths remaining to review for 2022 at the May 19, 2023 meeting.
  - **2023 Data:**
    - 10 infant deaths, 7 fetal deaths

## **FIMR Community Action: Maternal Infant and Preconception Health Workgroup (Recommendations 1, 4, 6)**

- **The majority of April involved continued preparations and coordination for the May 4<sup>th</sup> Maternal Mental Health CME Event at O'Briens at the Compton Ice Arena with the FIMR workgroup and University of Notre Dame colleagues.**
- Funding for the event includes an existing Safety PIN grant through Beacon Community Impact and donations from University of Notre Dame Research, the Eck Institute for Global Health, and in kind from Notre Dame Athletics
  - Weekly meetings with Univ of Notre Dame partners to coordinate registration and venue details.
  - Meeting with Maternal Infant Health Workgroup.
  - Met with speakers to coordinate content and slides.
  - Created catalog of resources for attendees (Mental health, home visiting, CHWs, pregnancy/parenting related programs.) This is first edition and will continue to add to it and also have plans to make available via QR code in OB waiting rooms. Available at this [link](#).
  - Managing RSVPs and confirmation emails
  - Preparing all event related materials: program, table tents, sign in sheets, flyers for CME evaluation, QR code cards for new catalog.
  - Coordinate printing with Kristen Sachman and Instyprints.

## **SJDOH FIMR and WCC CHW Project (Recommendations 1,3,4,5, & 6)**

- Please see HEED report for number of clients served.
- Continuing bi-monthly check ins with CHWs and monthly with WCC staff, Bev Horton. We review clients served and any care topics.
  - Discussion this month included potential for adding a 3<sup>rd</sup> CHW with the new grant cycle which is viewed positively by SJCDoH and WCC.
- Continuing conversation with FSSA regarding challenges with the Medicaid and SNAP applications process including documents not entered into our clients' records and inconsistent level of service when calling for assistance.

## **FIMR Community Action: Birth Equity & Justice SJC (1, 2, 3, 4, 6)**

- Met April 13, 2023. 13 attendees.
- Main discussion was regarding funds from last year's conference and the ability to use them as intended.
- There was great concern shared that we are not keeping our commitment to the mothers who participated in the "Sharing Pregnancy & Birth Story Cafes" to convene all participants for an event to go over the themes and ideas shared and to consider which ideas to pursue. Not keeping commitments is what leads community members to not trust health professionals and community leaders. The best solutions come from the people who face the barriers and have the lived experience we are working to address. A portion of the funds were to be used to hold an event, which like the Maternal Mental Health event we organized for providers, costs money and mothers also benefit from gathering in a social setting to share ideas and learn. The remainder of the funds would be our investment in programming or as a match for a grant proposal.
  - One idea from a woman who participated in a café is already in progress. She suggested that having a card or brochure with a QR code available in waiting rooms (where mothers wait for many prenatal appointments) could be a great way to inform people of resources during pregnancy. The catalog of resources for the Maternal Mental Health event is the start of this idea.
- Because the funds can not be revisited for 6 months (August), the team agreed that we will explore the possibility of the funds possibly being awarded to an organization that can continue the qualitative research and implementation of women's ideas across the community versus one who does direct care because the goal of the cafes is to impact all providers and community agencies that serve mothers and families.
- Next meeting will be in person on May 11 at the Southeast Neighborhood Center at 8:30am.

- Coordinator and many Birth Equity workgroup members and community partners attended Indiana Dept of Health's Black Maternal Health Week/Addressing Health Inequities webinar on April 12.
- Coordinator attended webinar regarding implementation of Pregnant Worker Fairness Act and PUMP Act which takes effect later in June to prepare educational materials for mothers and employers.

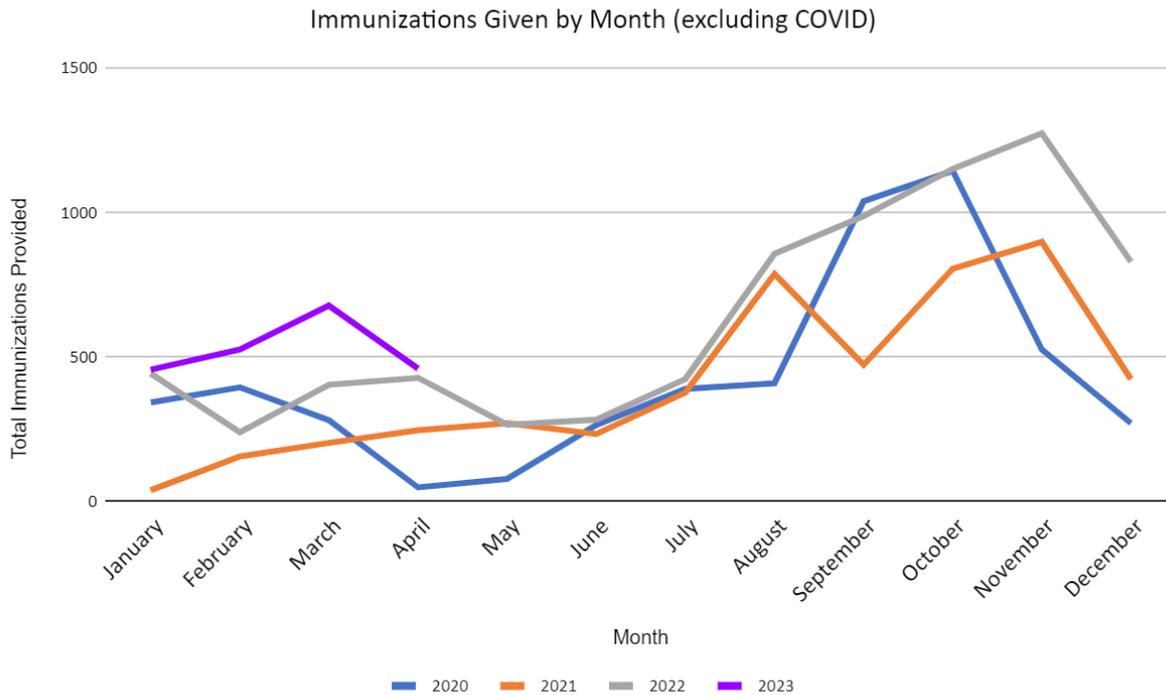
**Community Boards, Meetings, Reports, Presentations, and Committees and Connections (All recommendations)**

**Maternal Infant Health Initiatives Coordinator:**

- Coordinator completed reports: IDoH Quarterly Safety PIN grant for MIHI/FIMR, Beacon Community Impact Quarterly Safety PIN subgrantee (Maternal Mental Health event), State FIMR Case Review Quarterly Data Report, Community Foundation of SJC Annual Report (Birth Equity assessment.)
- PPOR analysis/ 2017-2021 data report on hold in April due to Maternal Mental Health Event preparations.

**NURSING**  
**IMMUNIZATIONS**

<b>Immunizations</b>					
	<b>April 2023</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD 2020</b>
<b>Unique Patients Seen (including COVID immunizations)</b>	301	1,175	2,986	51,119	726
<b>Total Immunizations Given (including COVID immunizations)</b>	567	2,465	4,023	58,380	1,069
<b>Total Immunizations Given (excluding COVID immunizations)</b>	460	2,120	1,515	645	1,069



## **MOBILE CLINIC**

In April, the mobile team had a variety of different types of clinics for all ages. We started a series of clinics in conjunction with the WIC clinics and BABE store to offer immunizations to infants and children, held very successful clinics at AIDS Ministries and IU School of Medicine, and went to a few elementary schools.

The online scheduling for mobile clinics is going well with just a few more bugs to work out. People seem to appreciate the ease of having an online option.

For routine immunizations, the mobile team saw 42 patients and administered 120 routine immunizations. We also administered 49 covid vaccinations.

### **Clinics**

4/5/23 1Roof Southeast Center

4/6/23 BABE Store

4/10/23 Briarcliff Nursing Home

4/12/23 AIDS Ministries

4/15/23 Vida Nueva Food Pantry

4/18/23 Career Academy

4/20/23 Kennedy Academy

4/25/23 IU School of Medicine

4/27/23 Kennedy Academy

4/27/23 Madison STEAM Academy

## PUBLIC HEALTH NURSING

<b>TUBERCULOSIS</b>						
	<b>April 2023</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>YTD 2019</b>
Directly Observed Therapies	16	79	1418	588	622	1443
Nurse Visits	30	124	324	90	179	162
QFT Ordered	1	3	50	19	26	56
CXR	0	1	5	0	8	56
New Active Cases	0	1	7	9	4	7
<i>Active TB Cases Following</i>	0	2	12	11	7	21
<i>Latent TB Cases Following</i>	34	37	56	21	38	37
<b>ANIMAL BITES</b>						
	<b>APRIL 2023</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>YTD 2019</b>
Animal Bites	45	126	441	146	122	143
Specimens Sent to ISDH Lab	2	12	75	13	21	22
Specimens Positive	0	0	0	0	0	0

### Immunizations

April has been a very calm month. Dr. Cerbin has been very supportive with all our units. Our new MA is now getting very comfortable with the South Bend Immunization Clinic. Staff have become very efficient with the new EMR system. We need a Billing Specialist that is trained and has experience with Medicaid would be a significant help. Using Phreesia to send out reminders of appointments starting 3 days and the day before their scheduled appointment has helped us not have as many no shows. This allows the registrars to provide more appointments to other individuals that are on waiting lists. Elaine Flemming RN has joined our unit and is getting oriented to the Mishawaka Clinic and will work Mondays and Fridays. This will help us be open Monday through Friday at both sites.

### Public Health

Lauren Gunderson RN, our TB nurse finally had her baby on April 12, 2023. There are no active TB patients currently. Danielle Sims, the TB Public Health Disease Investigation Specialist is working on the Latent TB patients we are covering. Jodie Pairitz, MSN, RN, Director of Nursing is filling in for Lauren. Our Public Health Nurse is working on 80+ cases. State is helping with some of the communicable disease investigations, but this is a temporary fix. We need a Public Health Communicable Disease Investigation Specialist to help assist her.

## VITAL RECORDS UNIT

	<u>Records Filed in April 2023</u>	<u>YTD 2023 Occurrences</u>	<u>YTD 2022 Occurrences</u>	<u>YTD 2021 Occurrences</u>	<u>YTD 2020 Occurrences</u>
<b><u>Birth Statistics*</u></b>					
Total Births	335	1342	1394	1334	1220
<b><u>Death Statistics*</u></b>					
Total Deaths	272	1118	1201	1159	1028

Birth & Death data reflected as of 05/15/2023.

**\*Statistics are subject to change. Statistics were generated from our local hospitals, Chronica, and DRIVE.\***

## COMBINED UNIT LEAD PROGRAM

Environmental lead is harmful to the physical, mental, and social development of young children. To combat the risks that lead poses to children and families, the Department utilizes a collaborative, multi-unit response that includes the Public Health Nursing, Environmental Health, and HEED Units to provide services to St. Joseph County residents.

While there is no safe level of lead in the blood, in July 2022, the Indiana Department of Health (IDOH) lowered the reference threshold for blood lead levels (BLL) from 10µg/dL to 5µg/dL. Any confirmed result of 5µg/dL and above is enrolled in case management until there are two consecutive levels below 5. Results between 3.5 – 4.9µg/dL are monitored until the level drops to below 3.5µg/dL.

### Testing

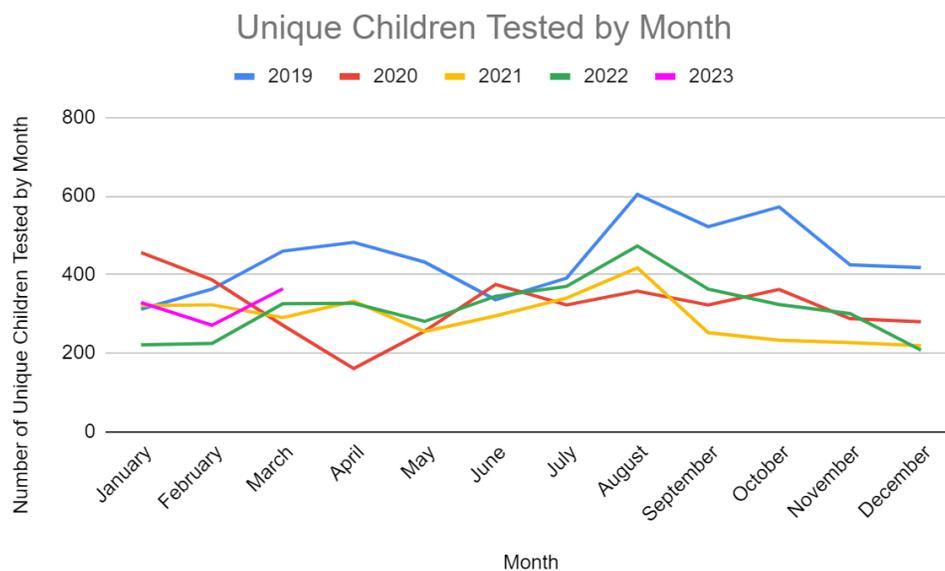
#### Lead Tests Across St. Joseph County

This chart is always two months behind due to when it is received from IDOH. For example, on April 1, 2023, the report will include all lead tests drawn in February of 2023.

#### Tests drawn from March 1, 2023 – March 31, 2023

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
<b>0</b>	42	78	0	120
<b>0.1-3.4</b>	34	141	38	213
<b>3.5-4.9</b>	5	5	0	10
<b>5-9.9</b>	6	3	0	9
<b>10-19.9</b>	6	2	0	8
<b>20-29.9</b>	2	2	0	4
<b>30-39.9</b>	0	0	0	0
<b>40-49.9</b>	0	0	0	0
<b>≥50</b>	0	0	0	0
<b>Total</b>	<b>95</b>	<b>231</b>	<b>38</b>	<b>364</b>

**There were two duplicate tests in the month of March, 364 unique children were tested.**



### Elevated Tests by Zip Codes

This table provides where we are seeing the most amount of elevated lead draws in the County by zip code. For example, in 2022, the zip code of 46628 repeatedly had one of the highest amounts of elevated lead tests. This could stem from a variety of factors (i.e. population size).

Zip Code	YTD 2023	YTD 2022
46628	10 elevated	12 elevated
46619	10 elevated	<5 elevated
46613	9 elevated	6 elevated
46601	<5 elevated	5 elevated
46545	<5 elevated	<5 elevated
46616	<5 elevated	<5 elevated
46614	<5 elevated	<5 elevated
46544	<5 elevated	6 elevated
46615	<5 elevated	<5 elevated
46561	<5 elevated	<5 elevated
46617	<5 elevated	<5 elevated
46530	<5 elevated	<5 elevated

### Community Outreach Settings

One part of the lead initiative is to offer lead testing for children aged 6 years and younger. We provide testing to the community by hosting lead events at daycares, churches, or elementary schools. We aim to host two events per month. The events are organized and conducted by the Health Promotion Specialist, Assistant Director of Health Equity and the CHWs from the HEED unit.

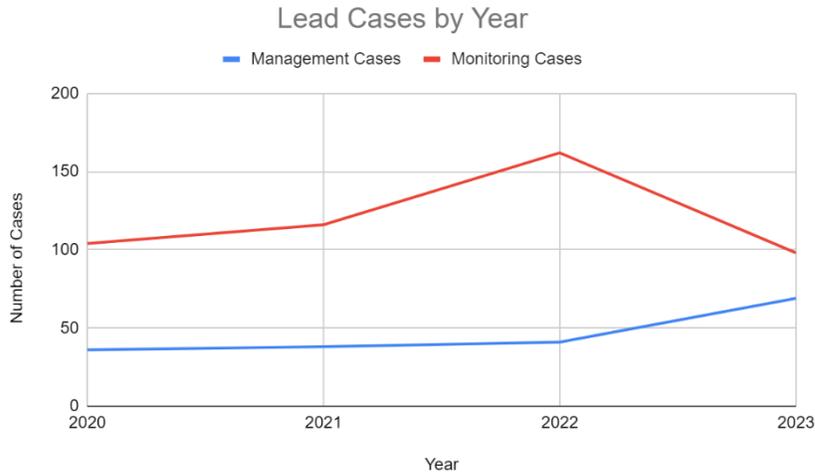
	April 2023	YTD 2023	YTD 2022	YTD 2021
<b>Events</b>	7	15	6	0
<b>a. Children Tested</b>	34	96	70	0

### Case Numbers

Public Health Nursing receive elevated blood lead level (EBLL) reports from IDoH. They create and assign lead case investigations based on the lead level. A Public Health Nurse receives cases for management with elevated levels  $\geq 10\text{ug/dL}$ . Community Health Workers (CHWs) receive cases for management with levels between 5 ug/dL and 9.9 ug/dL. In addition to case management, the CHWs follow up on unconfirmed cases (those who have an initial test with a BLL above 3.5 ug/dL) and families in case monitoring (confirmed BLL of 3.5-4.9 ug/dL). For unconfirmed cases, our CHWs attempt to hand deliver education and forms for the child to receive a confirmed test at LabCorp. The Disease Investigation Specialist follows up with primary care providers and parents for repeat testing and risk assessment requirements.

#### Current Case Numbers as of 4/30/2023

Case Management	Case Monitoring	Unconfirmed Cases
69	98	37



### Risk Assessments

The Environmental Health Unit’s lead risk assessor’s role is to determine potential sources of exposure to lead through dust sampling, soil sampling, water sampling, and XRF testing of paint and other miscellaneous items such as toys or furniture. The environmental risk assessment helps families understand where the lead exposure is likely coming from, how to address these hazards to mitigate further exposure, and how to prevent new lead hazards from appearing in the home.

<b>Activity</b>	<b>April 2023</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD 2020</b>
A. Lead Risk Assessments	7	26	13	24	12
i. EBLL Assessments	4	15	3	5	6
ii. Parent Requests	3	11	10	19	6
B. Clearances	6	21	7	7	15

**HEALTH OFFICER**

Report in the Health Officer Presentation and Report portion.

Respectfully,

Joseph H. Cerbin, MD  
Health Officer



# St. Joseph County Department of Health

*"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"*

**ST. JOSEPH COUNTY**  
DEPARTMENT OF HEALTH  
*Prevent. Promote. Protect.*

May 16, 2023

St. Joseph County Board of Health  
County City Building, 8<sup>th</sup> Floor  
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support on the salary ordinance for the Health Crisis CoAg fund in the amount of \$550,000.

Attached is Form D – Appropriation/(Budget Reduction) form.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Joseph H. Cerbin, MD  
Health Officer

JHC:CW:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 24th Day of May, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
John W. Linn, P.E.  
President, Board of Health

\_\_\_\_\_  
Michelle Migliore, MD  
Vice President, Board of Health





# St. Joseph County Department of Health

*"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"*

**ST. JOSEPH COUNTY**  
DEPARTMENT OF HEALTH  
Prevent. Promote. Protect.

May 17, 2023

St. Joseph County Board of Health  
County City Building, 8<sup>th</sup> Floor  
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support on the salary amendment for the Health Safety PIN fund in the amount of \$15,119.66.

Attached is Form D – Appropriation/(Budget Reduction) form.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Joseph H. Cerbin, MD  
Health Officer

JHC:CW:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 24th Day of May, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
John W. Linn, P.E.  
President, Board of Health

\_\_\_\_\_  
Michelle Migliore, MD  
Vice President, Board of Health



## ST. JOSEPH COUNTY AUDITOR

227 W. Jefferson Blvd. Second Floor

County City Building

South Bend, IN 46601

Telephone 574-235-9668

Fax 574-235-5024

**John H. Murphy**

Auditor

**Abby Doyle**

Chief Deputy

May 10, 2023

Dear Elected Officials, Department Heads and Fiscal Officers,

We are reaching out to you to provide direction on your 2024 budget submissions. During the past 10 years, with your help and sacrifice, St. Joseph County has improved its financial position. We survived both the fiscal cliff AND the global pandemic! We are entering into what we hope is a period of financial stability.

As a result, we can provide the following parameters for the increase in your 2024 budget request as compared to your 2023 amended budget (net of encumbrances):

- **Personnel Costs (salaries and fringe benefits) – 3% total increase** – to be applied at the discretion of the department heads as they find best suited to their proposed staffing and organizational chart.
- **Other Costs (supplies, services, debt service, capital) – 4% total increase.**

Please note that beginning in 2024, FICA, PERF, health insurance and a liability allocation will be charged to each department that has employees, including departments in the General Fund. This is a more accurate way of budgeting the true cost of the department. These costs will not be counted against the 3% and 4% limits stated above, if 2024 is the first year that your department was required to record these expenditures.

The following assumptions shall be used in preparing your 2024 budget request:

- FICA – 7.65% of all salaries and wages
- PERF – 11.2% of eligible salaries and wages (excludes part-time employees)
- Health Insurance - \$18,300 per employee, per year
- Liability Allocation – the Auditor's office will provide the liability amounts at a later date. The costs be allocated based on the number of employees.

Departments should enter their 2024 budgets into the LOW budgeting software. The software is now open for data entry. We request that you enter your budgets in LOW no later than **June 16, 2023.**

There will be new forms used in summarizing the 2024 budget. These may require additional work on the part of you and your staff. The Auditor's office will be having training on the

new forms on **June 5, 2023** at 10:00 a.m. in the large County Council chambers on the 4<sup>th</sup> floor of the County-City Building. Please plan on attending or sending your key budget personnel to this meeting. The budget forms will be due no later than noon on **June 26, 2023**

Department budget meetings with Council and Commissioners will begin in July, as usual, and County Council administrative staff will contact you directly to set up the meetings.

Thank you for your continuing efforts on behalf of St. Joseph County.

Sincerely,

**John Murphy**  
John Murphy  
County Auditor

**Carl Baxmeyer**  
Carl Baxmeyer  
President, Board of Commissioners

**Mark Root**  
Mark Root  
President, County Council



**St. Joseph County Department of Health**

**County Health - DRAFT #3**

Acct #	Account Name	2023 Adopted	2024 Proposed	+ / -	NOTES
		5	5		
11174	Food Service Specialist	\$260,000.00	\$273,000.00	\$13,000.00	
		\$52,000.00	\$54,600.00	\$2,600.00	5.0%
		\$52,000.00	\$54,600.00	\$2,600.00	5.0%
		\$52,000.00	\$54,600.00	\$2,600.00	5.0%
		\$52,000.00	\$54,600.00	\$2,600.00	5.0%
		\$52,000.00	\$54,600.00	\$2,600.00	5.0%
		1	1		
11195	Public Health Coordinator	\$54,550.00	\$57,278.00	\$2,728.00	
		\$54,550.00	\$57,278.00	\$2,728.00	5.0%
		1	1		
11196	Health Promotion Specialist	\$50,000.00	\$52,500.00	\$2,500.00	
		\$50,000.00	\$52,500.00	\$2,500.00	5.0%
		1	1		
11197	Director of HOPE	\$63,540.00	\$66,717.00	\$3,177.00	
		\$63,540.00	\$66,717.00	\$3,177.00	5.0%
		1	1		
11650	Executive Secretary	\$41,778.00	\$43,867.00	\$2,089.00	
		\$41,778.00	\$43,867.00	\$2,089.00	5.0%
		1	1		
11701	Director of Nursing	\$82,640.00	\$86,772.00	\$4,132.00	
		\$82,640.00	\$86,772.00	\$4,132.00	5.0%
		0	0		
11950	Part Time	\$95,326.00	\$95,326.00	\$0.00	
	Up To \$41.33/hour	\$95,326.00	\$95,326.00	\$0.00	0.0%
		0	0		
11976	Deputy Health Officer	\$50,133.00	\$52,640.00	\$2,507.00	
		\$50,133.00	\$52,640.00	\$2,507.00	5.0%
		1	1		
12010	Data Analyst	\$46,596.00	\$63,938.00	\$17,342.00	
		\$46,596.00	\$63,938.00	\$17,342.00	37.2%
14800	Fica Taxes @ 7.65%	\$200,208.00	\$226,854.00	\$26,646.00	13.3%
14810	PERF @ 11.2%	\$276,823.00	\$315,553.00	\$38,730.00	14.0%
14840	Group Health Insurance @ \$18,300/person	\$786,900.00	\$860,100.00	\$73,200.00	9.3%
	<b>10000 series TOTAL</b>	<b>\$3,881,020.00</b>	<b>\$4,367,910.00</b>	<b>\$486,890.00</b>	<b>12.5%</b>
21030	Office Supplies	\$21,542.00	\$22,742.00	\$1,200.00	5.6%
22120	Garage & Motor Supplies	\$11,980.00	\$11,980.00	\$0.00	0.0%
22148	Field Supplies	\$4,000.00	\$4,000.00	\$0.00	0.0%
22328	Equipment Repairs	\$2,250.00	\$2,250.00	\$0.00	0.0%
22406	Immunization Supplies	\$83,545.00	\$200,000.00	\$116,455.00	139.4%
22448	Education Books	\$200.00	\$0.00	(\$200.00)	-100.0%
	<b>20000 series TOTAL</b>	<b>\$123,517.00</b>	<b>\$240,972.00</b>	<b>\$117,455.00</b>	<b>95.1%</b>
31070	Other Contractual Services	\$0.00	\$10,000.00	\$10,000.00	#DIV/0!
31150	Medical Services	\$3,000.00	\$3,000.00	\$0.00	0.0%
32020	Travel/Mileage	\$13,941.00	\$13,941.00	\$0.00	0.0%
32203	Cell Phones	\$20,025.00	\$20,025.00	\$0.00	0.0%
32350	Postage	\$250.00	\$250.00	\$0.00	0.0%
32550	Miscellaneous Costs	\$25,000.00	\$5,000.00	(\$20,000.00)	-80.0%
33128	Environmental Health	\$3,500.00	\$3,500.00	\$0.00	0.0%
33368	Public Information & Education	\$5,000.00	\$5,000.00	\$0.00	0.0%
33938	Vector	\$25,000.00	\$50,000.00	\$25,000.00	100.0%
34030	Liability Insurance Coverage	\$71,866.00	\$71,866.00	\$0.00	0.0%
36015	Contractual Services	\$100,000.00	\$75,000.00	(\$25,000.00)	-25.0%
36500	Service Contract	\$17,000.00	\$17,000.00	\$0.00	0.0%
38012	Interest	\$7,821.00	\$7,821.00	\$0.00	0.0%
38013	Principle	\$45,797.00	\$45,797.00	\$0.00	0.0%
39010	Dues & Subscriptions	\$3,000.00	\$3,000.00	\$0.00	0.0%
39750	Information Technology	\$5,000.00	\$5,000.00	\$0.00	0.0%
	<b>30000 series TOTAL</b>	<b>\$346,200.00</b>	<b>\$336,200.00</b>	<b>(\$10,000.00)</b>	<b>-2.9%</b>
	<b>10000 series sub-total</b>	<b>\$3,881,020.00</b>	<b>\$4,367,910.00</b>	<b>\$486,890.00</b>	<b>12.5%</b>
	<b>20000 series sub-total</b>	<b>\$123,517.00</b>	<b>\$240,972.00</b>	<b>\$117,455.00</b>	<b>95.1%</b>
	<b>30000 series sub-total</b>	<b>\$346,200.00</b>	<b>\$336,200.00</b>	<b>(\$10,000.00)</b>	<b>-2.9%</b>
	<b>GRAND TOTAL</b>	<b>\$4,350,737.00</b>	<b>\$4,945,082.00</b>	<b>\$594,345.00</b>	<b>13.66%</b>

## St. Joseph County Department of Health

### County-Wide Lead Initiative - DRAFT #1

Acct #	Job Position - Employee	2023 Adopted	2024 Proposed	+ / -	Notes
		4	4		
11167	Community Health Worker	\$156,732.00	\$160,124.00	\$3,392.00	2.2%
	Spanish speaking	\$39,183.00	\$41,143.00	\$1,960.00	5.0%
	Spanish speaking	\$39,183.00	\$41,143.00	\$1,960.00	5.0%
		\$39,183.00	\$38,919.00	(\$264.00)	-0.7%
		\$39,183.00	\$38,919.00	(\$264.00)	-0.7%
		1	1		
11176	Assistant Dir Health Equity	\$60,266.00	\$63,280.00	\$3,014.00	5.0%
		\$60,266.00	\$63,280.00	\$3,014.00	5.0%
14800	Fica Taxes @ 7.65%	\$16,601.00	\$17,091.00	\$490.00	3.0%
14810	PERF @ 11.2%	\$24,304.00	\$25,022.00	\$718.00	3.0%
14840	Health Insurance @ \$18,300/person	\$91,500.00	\$91,500.00	\$0.00	0.0%
	<b>10000 series TOTAL</b>	<b>\$349,403.00</b>	<b>\$357,017.00</b>	<b>\$7,614.00</b>	2.2%
21030	Office Supplies	\$5,000.00	\$5,000.00	\$0.00	0.0%
22148	Field Supplies	\$5,000.00	\$8,000.00	\$3,000.00	60.0%
	<b>20000 series TOTAL</b>	<b>\$10,000.00</b>	<b>\$13,000.00</b>	<b>\$3,000.00</b>	30.0%
31150	Medical Services	\$100.00	\$100.00	\$0.00	0.0%
32020	Travel/Mileage	\$1,000.00	\$1,000.00	\$0.00	0.0%
32050	Conferences & Training	\$3,500.00	\$3,500.00	\$0.00	0.0%
32203	Cell Phones	\$3,240.00	\$3,500.00	\$260.00	8.0%
32350	Postage	\$1,000.00	\$2,000.00	\$1,000.00	100.0%
33368	Public Information & Education	\$3,000.00	\$6,587.00	\$3,587.00	119.6%
36500	Service Contract	\$5,000.00	\$2,500.00	(\$2,500.00)	-50.0%
39750	Information Technology	\$9,900.00	\$2,000.00	(\$7,900.00)	-79.8%
	<b>30000 series TOTAL</b>	<b>\$26,740.00</b>	<b>\$21,187.00</b>	<b>(\$5,553.00)</b>	-20.8%
	<b>10000 series sub-total</b>	<b>\$349,403.00</b>	<b>\$357,017.00</b>	<b>\$7,614.00</b>	2.2%
	<b>20000 series sub-total</b>	<b>\$10,000.00</b>	<b>\$13,000.00</b>	<b>\$3,000.00</b>	30.0%
	<b>30000 series sub-total</b>	<b>\$26,740.00</b>	<b>\$21,187.00</b>	<b>(\$5,553.00)</b>	-20.8%
	<b>GRAND TOTAL</b>	<b>\$386,143.00</b>	<b>\$391,204.00</b>	<b>\$5,061.00</b>	1.31%

**St. Joseph County Department of Health**

**Local Health Maintenance - DRAFT #1**

Acct #	Account Name	2023 Adopted	2024 Proposed	+ / -	NOTES
		1	1		
11196	Health Promotion Specialist	\$50,000.00	\$52,500.00	\$2,500.00	5.0%
		1	1		
14800	Fica Taxes @ 7.65%	\$3,825.00	\$4,017.00	\$192.00	5.0%
14810	PERF @ 11.2%	\$5,600.00	\$5,880.00	\$280.00	5.0%
14840	Group Health Insurance @ \$18,300/person	\$18,300.00	\$18,300.00	\$0.00	0.0%
	<b>10000 series TOTAL</b>	<b>\$77,725.00</b>	<b>\$80,697.00</b>	<b>\$2,972.00</b>	3.8%
21030	Office Supplies	\$2,280.00	\$1,000.00	(\$1,280.00)	-56.1%
	<b>20000 series TOTAL</b>	<b>\$2,280.00</b>	<b>\$1,000.00</b>	<b>(\$1,280.00)</b>	-56.1%
32020	Travel/Mileage	\$5,167.00	\$3,000.00	(\$2,167.00)	-41.9%
32203	Cell Phones	\$540.00	\$540.00	\$0.00	0.0%
33368	Public Information & Education	\$7,300.00	\$2,000.00	(\$5,300.00)	-72.6%
	<b>30000 series TOTAL</b>	<b>\$13,007.00</b>	<b>\$5,540.00</b>	<b>(\$7,467.00)</b>	-57.4%
	<b>10000 series sub-total</b>	<b>\$77,725.00</b>	<b>\$80,697.00</b>	<b>\$2,972.00</b>	3.8%
	<b>20000 series sub-total</b>	<b>\$2,280.00</b>	<b>\$1,000.00</b>	<b>(\$1,280.00)</b>	-56.1%
	<b>30000 series sub-total</b>	<b>\$13,007.00</b>	<b>\$5,540.00</b>	<b>(\$7,467.00)</b>	-57.4%
	<b>GRAND TOTAL</b>	<b>\$93,012.00</b>	<b>\$87,237.00</b>	<b>(\$5,775.00)</b>	-6.21%

DRAFT

**St. Joseph County Department of Health**

**Trust Fund - DRAFT #1**

Acct #	Account Name	2023 Adopted	2024 Proposed	+ / -	NOTES
12018	PACEs Coordinator	\$60,893.00	\$63,938.00	\$3,045.00	5.0%
14800	Fica Taxes @ 7.65%	\$4,659.00	\$4,892.00	\$233.00	5.0%
14810	PERF @ 11.2%	\$6,821.00	\$7,162.00	\$341.00	5.0%
14840	Group Health Insurance @ \$18,300/person	\$18,300.00	\$18,300.00	\$0.00	0.0%
	<b>10000 series TOTAL</b>	<b>\$90,673.00</b>	<b>\$94,292.00</b>	<b>\$3,619.00</b>	<b>4.0%</b>
32020	Travel/Mileage	\$2,444.00	\$2,444.00	\$0.00	0.0%
32203	Cell Phones	\$540.00	\$540.00	\$0.00	0.0%
33368	Public Info & Educ	\$500.00	\$500.00	\$0.00	0.0%
	<b>30000 series TOTAL</b>	<b>\$3,484.00</b>	<b>\$3,484.00</b>	<b>\$0.00</b>	<b>0.0%</b>
	<b>10000 series sub-total</b>	<b>\$90,673.00</b>	<b>\$94,292.00</b>	<b>\$3,619.00</b>	<b>4.0%</b>
	<b>20000 series sub-total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
	<b>30000 series sub-total</b>	<b>\$3,484.00</b>	<b>\$3,484.00</b>	<b>\$0.00</b>	<b>0.0%</b>
	<b>GRAND TOTAL</b>	<b>\$94,157.00</b>	<b>\$97,776.00</b>	<b>\$3,619.00</b>	<b>3.8%</b>

DRAFT

**POSITION DESCRIPTION  
COUNTY OF ST. JOSEPH, INDIANA**

**POSITION:** Vector Specialist - Seasonal  
**DEPARTMENT:** Health – Environmental Health  
**WORK SCHEDULE:** Variable to be determined with Assistant Director of Environmental Health  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** May 2023

**STATUS:** Part-time

**DATE REVISED:**

**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as a seasonal vector specialist for the St. Joseph County Department of Health, responsible for conducting on-site inspections, providing information and education to the public, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations as they pertain to mosquitoes, ticks, and other pests of public health importance.

**DUTIES:**

Inspects public and private facilities and premises for rodent and insect infestations and conducts rodent and vector control needs assessments. Identifies mosquito and bird problem areas and applies insecticides and pesticides for mosquito control. Provides consultation and public education concerning methods of rodent and vector control.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Currently pursuing an academic degree (with a minimum of 1 years' experience) in biology, geography, chemistry, veterinary science, environmental science, public health, or related field.

Possession of and ability to retain possession of certification as a Pesticide Applicator in the State of Indiana.

Thorough knowledge of standard policies and practices of St Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate facility operations and instruct members of the general public in application of appropriate procedures.

Working knowledge of federal, state, and local laws and regulations governing environmental protection, with ability to properly conduct effective investigations, and ensure compliance with legal requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports, maintain accurate/organized records, present educational materials and maintain positive community support/public relations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, ISDH, EPA, IDEM, other government agencies, University of Notre Dame, Home Builders Association, Wastewater Advisory Board, engineering firms, soil scientists, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly operate standard office and environmental testing equipment, including computer and department software applications, keyboard, telephone, copier, fax machine, digital camera, mosquito traps, moisture and humidity testing equipment, global positioning service (GPS) unit, vehicle, and protective equipment/clothing.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and read/interpret detailed blueprints and plans.

Ability to testify in legal proceedings/court as necessary.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended, evening and/or weekend hours and travel out of town for meetings/workshops, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating facility compliance, and determining appropriate action for non-compliance.

## **III. RESPONSIBILITY:**

Incumbent ensures proper implementation of sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known, and work is reviewed primarily for compliance with Department policy and legal requirements. Decisions are restricted only by organization-wide policies, with unusual problems and/or significant deviations from standards reviewed with supervisor as needed.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, ISDH, EPA, IDEM, other government agencies, University of Notre Dame, Home Builders Association, Wastewater Advisory Board, engineering firms, soil scientists, contractors, and the public for purposes of exchanging information and explaining, interpreting, and enforcing regulations.

Incumbent reports directly to Environmental Health Assistant Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, standing/walking for long periods, driving, walking on uneven terrain, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, climbing on roofs, crawling in basements, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is frequently exposed to inclement weather and hazards normally associated with the natural environment and inspection of public health and environmental protection problems. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent occasionally works extended, evening and/or weekend hours, and travels out of town for meetings/workshops, sometimes overnight. Incumbent occasionally responds to public health emergencies on a 24-hour basis.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Vector Specialist - Seasonal for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

DRAFT

Vector Specialist - Seasonal  
Health

Factors: PAT

Status: Part Time

FLSA Status: Non-Exempt

Written: May 2023

Revised:

Incumbents:

Disc: St. Joseph County

File: Vector Specialist - Seasonal

DRAFT



# St. Joseph County Department of Health

*"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"*

**ST. JOSEPH COUNTY**  
**DEPARTMENT OF HEALTH**  
Prevent. Promote. Protect.

May 3, 2023

St. Joseph County Board of Health  
County City Building, 8<sup>th</sup> Floor  
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support in applying for a funding opportunity through the Indiana State Department of Health for Immunization services with activities related to promoting all vaccines recommended by the Advisory Committee on Immunization Practices by providing direct vaccination services; conducting outreach and vaccination to minority and hard to reach populations; employ or partner with CHWs to reach vulnerable and underserved populations; conduct school located vaccine clinics; and report data in the state Immunization Information System (CHIRP).

Attached is the Grant Application Data sheet, as well as the acceptance letter.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Joseph H. Cerbin, MD  
Health Officer

JHC:JP:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 24<sup>th</sup> Day of May, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
John W. Linn, P.E.  
President, Board of Health

\_\_\_\_\_  
Michelle Migliore, MD  
Vice President, Board of Health

## GRANT APPLICATION DATA

**What is the purpose of the grant (provide as much detail as possible)?**

The St. Joseph County Department of Health will assist the Indiana Department of Health with activities related to promoting all vaccines recommended by the Advisory Committee on Immunization Practices by providing direct vaccination services; conducting outreach and vaccination to minority and hard to reach populations; employ or partner with CHWs to reach vulnerable and underserved populations; conduct school located vaccine clinics; and report data in the state Immunization Information System (CHIRP).

**How many individuals do you expect to reach with this grant?** For the grant cycle from 07/01/2021-06/30/2022, we saw over 12,616 patients including Covid according to CHIRP.

**How will you track and evaluate the success of the program/grant?**

We plan on doing quarterly reports and conducting routine meetings with HOPE Director, Health Officer, Immunization Outreach Coordinator, Director of Nursing, Data Analyst, and the Deputy Health Officer to evaluate programs in the community where vaccines are provided.

**Who will be accountable for fiscal information?**

Amy Ruppe, Administrator

**Who will be responsible for compliance with grant guidelines?**

Mark Fox, Deputy Health Officer

**What is the term of the grant (i.e., July 1, 2023 - June 30, 2024)?**

07/01/23-06/30/24

**What is the total grant award?**

No.

**Is this a renewable grant? If so, how often/long?**

Unknown at this time.

**Is there a match for the grant? If so, how much and how will it be funded? Is this match in dollars or in-kind contribution?**

No match required.

**Is there or will there be any capital costs for the grant (i.e., vehicles, location (building), equipment)?**

Equipment, however exact items are unknown at this time, but would be purchased using the grant funds.

**Give the number of employees the grant would support?**

Unknown at this time.

**How would your department plan or would you continue operations after the grant expires?**

We would pursue other grant funding and absorb operations as able and look to community partners to sustain the efforts.



Eric J. Holcomb  
Governor

Kristina M. Box, MD, FACOG  
State Health Commissioner

Joseph Cerbin, Health Officer  
St. Joseph County Health Department  
227 W Jefferson Blvd., 8th and 9th floors  
South Bend, IN 46601

Dear Dr. Cerbin,

We are pleased to inform you that the Indiana Department of Health (IDOH) has supplemental funding available for Immunization services from July 1, 2023, to June 30, 2024. This funding is being provided through a Cooperative Agreement with the Centers for Disease Control and Prevention.

We have chosen your department as a recipient of this funding, which does not require a competitive application. However, for planning purposes, IDOH requires a commitment from local health departments that they will meet the stated deliverables if they are accepting the funds. We have also provided a suggested budget for your department but encourage you to adjust it to reflect the needs of your jurisdiction.

**2023-24 Scope of Work:**

**The St. Joseph County Health Department will assist the Indiana Department of Health with the following activities:**

- **Promote all vaccines recommended by the Advisory Committee on Immunization Practices (ACIP)**
- **Provide direct vaccination services in accordance with ACIP recommendations to meet the needs of your jurisdiction.**
- **Conduct outreach and vaccination of all ACIP recommended vaccines to minority and hard to reach populations.**
- **Employ or partner with Community Health Workers to reach vulnerable and underserved populations in their jurisdictions.**
- **Conduct school located vaccination clinics that meet the vaccination needs in your jurisdiction.**
- **Report data on all administered vaccines in the state Immunization Information System, CHIRP.**

To promote, protect, and improve the health and safety of all Hoosiers.



- **Submit invoices and required documentation monthly.**
- **St. Joseph County Health Department has been identified as having a 4:3:1:3:3:1:4 primary series compliance rate less than the state average of 74%.** St. Joseph County Health Department must conduct monthly reminder recalls for individuals 19-35 months of age who are missing or behind on one or more vaccines.

*Reporting requirement: St. Joseph County must submit documentation of monthly reminder recall activities with monthly invoice for payment.*

- **St. Joseph County Health Department has been identified as having an HPV series completion rate of above 25%.** While the St. Joseph County health department has achieved an HPV series completion rate that exceeds 25%, it is crucial to strive towards surpassing the Healthy People 2030 objective of achieving an 80% series completion rate. So that your community is protected from HPV-related cancers. Please consider participating in the HPV Maintenance of Certification program, hosted by the Indiana Immunization Coalition, to enhance HPV vaccination rates continually.
- **Submit quarterly and annual reports in a format prescribed by the Indiana Department of Health.**

*Quarterly Report reporting requirement: St. Joseph County Health Department will submit a quarterly report detailing the activities conducted during the reporting period. The quarterly report must be submitted within 30 days of the end of the reporting period. Monthly invoices will not be processed if the St. Joseph County Health Department has not submitted the required reports.*

*Annual Report reporting requirement: St. Joseph County Health Department will submit an annual report detailing the activities conducted during the project period. The annual report must be submitted within 30 days of the project period ending. The Indiana Department of Health will provide an annual report template.*

*All grantee's quarterly and annual reports must be submitted electronically via Redcap - click here for the link: Redcap Supplemental Evaluation Survey. For data you may need for your Quarterly Report Evaluation:*

1. On the Immunization Webpage, under the header "Data Dashboards" - select the "County Rate Data" page for information on your county vaccination rates.
  - a. Our website will be updated with the latest data by the 15<sup>th</sup> of every following month after the end of the quarter.
2. If you cannot find what you need on the website please fill out the Data Request Form located to the right of the "Data Dashboards" - heading on the immunization homepage.



*If you have any questions, please email [IDOHDataRequests@health.in.gov](mailto:IDOHDataRequests@health.in.gov). All questions will be answered in a timely manner.*

**Proposed Budget**

	<b>IDOH Suggestion</b>	<b>County Request</b>
Personnel	\$146,030.11 (45%)	
Travel	\$16,225.55 (5%)	
Supplies	\$55,166.93 (17%)	
Equipment	\$16,225.57 (5%)	
Contractual	\$74,637.61(23%)	
Other	\$16,225.57 (5%)	
<b>Total</b>	<b>\$324,511.34</b>	<b>\$324,511.34</b>

**The Indiana Department of Health requests that the St. Joseph County Health Department indicate if it accepts the funding and the scope of work.** This indication will be used for planning purposes and to create contracts for service. *No services or expenditures should be provided until an official contract has been executed.*

**Therefore, if you are going to accept the funding, please indicate by signing below:**

Yes, the St. Joseph County Health Department accepts the funding and the scope of work.

<i>Joseph Cerbin MD</i>	<i>5/4/23</i>
<b>Joseph Cerbin, Health Officer</b>	<b>Date</b>
<b>St. Joseph County Health Department</b>	

**If you are not going to accept the funding, please indicate by signing below:**

No, the St. Joseph County Health Department does not accept the funding and scope of work.

<b>Joseph Cerbin, Health Officer</b>	<b>Date</b>
<b>St. Joseph County Health Department</b>	



Thank you for your prompt attention to this matter. **Please return your response by close of business on Tuesday, April 11, 2023 to [Immunize@health.in.gov](mailto:Immunize@health.in.gov).** We appreciate your department's hard work and dedication to improving the health of the residents in St. Joseph County.

We are excited to partner with you in promoting immunizations, and we look forward to continuing our collaboration to serve the community. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Dave McCormick".

Dave McCormick



# St. Joseph County Department of Health

*"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"*

**ST. JOSEPH COUNTY**  
DEPARTMENT OF HEALTH  
Prevent. Promote. Protect.

May 3, 2023

St. Joseph County Board of Health  
County City Building, 8<sup>th</sup> Floor  
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support in applying for a funding opportunity through the Indiana State Department of Health for the Health Crisis CoAg. The grant is to create a process to work with IDOH, the St. Joseph County Department of Health, and School staff to prevent communicable diseases and improve student health and well-being outcomes.

Attached is the Grant Application Data sheet, prepared by Robin Vida, Director of Health Outreach, Promotion and Education as well as the letter of intent.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Joseph H. Cerbin, MD  
Health Officer

JHC:RV:jsp

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This 24th Day of May, 2023 by a vote of (Aye) \_\_\_\_\_ to (Nay) \_\_\_\_\_ Abstain \_\_\_\_\_

\_\_\_\_\_  
John W. Linn, P.E.  
President, Board of Health

\_\_\_\_\_  
Michelle Migliore, MD  
Vice President, Board of Health

## GRANT APPLICATION DATA

**What is the purpose of the grant (provide as much detail as possible)?**

To create a process to work with IDOH, the St. Joseph County Department of Health, and School staff to prevent communicable diseases and improve student health and well-being outcomes.

**How many individuals do you expect to reach with this grant?**

We have contacts at each public, private, charter, and non-traditional school. We would anticipate being able to help all of them which would trickle down to support their individual school community.

**How will you track and evaluate the success of the program/grant?**

Reports are due to the IDOH quarterly. I track email communications, educational events, immunization clinics, etc. through a form provided to me by the IDOH.

**Who will be accountable for fiscal information?**

Amy Ruppe, Administrator

**Who will be responsible for compliance with grant guidelines?**

Robin Vida, Director of Health Outreach, Promotion, Education (HOPE)

**What is the term of the grant (i.e., July 1, 2023 - June 30, 2024)?**

July 1, 2023-June 30, 2024

**Is this a renewable grant? If so, how often/long?**

Unknown at this time.

**Is there a match for the grant? If so, how much and how will it be funded? Is this match in dollars or in-kind contribution?**

No.

**Is there or will there be any capital costs for the grant (i.e., vehicles, location (building), equipment)?**

No.

**Give the number of employees the grant would support?**

0

**How would your department plan or would you continue operations after the grant expires?**

We would pursue other grant funding and absorb operations as able and look to community partners to sustain the efforts.



**Indiana  
Department  
of  
Health**



Eric J. Holcomb  
Governor

Kristina M. Box, MD, FACOG  
State Health Commissioner

Indication of Local Health Department Intent to Participate in the  
School Liaison Grant during July 1, 2023-June 30, 2024  
**Return By Close of Business 3/27/2023.**

**St. Joseph County Health Department**

Please check the appropriate boxes and complete page 2 even if not participating.

<input type="checkbox"/> July 1, 2023-June 30, 2024, will be my first year participating in the School Liaison Grant
<input type="checkbox"/> July 1, 2023-June 30, 2024, will be my second year participating in the School Liaison Grant
<input checked="" type="checkbox"/> July 1, 2023-June 30, 2024, will be my third year participating in the School Liaison Grant
<input type="checkbox"/> <b>WILL NOT PARTICIPATE</b> in the School Liaison Grant during July 1, 2023-June 30, 2024
<input type="checkbox"/> Have not participated before.
<input type="checkbox"/> Have chosen not to participate in year 3 (if so, what are your barriers/challenges?)
_____
<input checked="" type="checkbox"/> <b>WILL PARTICIPATE</b> in the in the School Liaison Grant indicated above during July 1, 2023-June 30, 2024
<b>Please list (must be completed)</b>
Person that will sign the contract (print): <u>Carl Baxmeyer, President Board of Commissioners</u>
Person that will sign the contract's email (print): <u>cbaxmeyer@sjcindiana.com</u>
<b>Did person that will sign the contract change from the prior year:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Person to be copied on the contract (print): <u>Amy Ruppe, Administrator</u>
Person to be copied on the contract's email (print): <u>aruppe@sjcindiana.com</u>

To promote, protect, and improve the health and safety of all Hoosiers.



**REQUIRED EVEN IF NOT PARTICIPATING**

LHD Name: St. Joseph County

Date form completed: 03/15/2023

Person Completing Form (print): Amy Ruppe

Person Completing Form (sign): Amy Ruppe

Phone Number of Person Completing Form: 574-235-9750, Ext. 7900